

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: Town Clerk

Department/Appointing Authority: Town Election

Date: December 6, 2012

Originator: Personnel Board

Personnel Board Use Only

Classification: Elected Official

Effective Date of Classification:

Classification Authority: ☐ Personnel Board ☐ Collective Bargaining

1. Summary Description

The Town Clerk is an elected official acting in conformance with the applicable provisions of the town by-laws, Massachusetts General Laws, State and Federal laws. Responsibilities are outlined in the Massachusetts General Laws and dictated by local by-laws.

2. Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The Sharon Town Clerk is the Chief Election Officer. As an elected official acts in conformance with the applicable provisions of the town by-laws, Massachusetts General Laws, State and Federal laws. The Town Clerk is the local Registrar of Vital Records and Statistics. Responsibilities are outlined in the Massachusetts General Laws and dictated by local by-laws.

The Sharon Town Clerk is elected for a three-year term. He/she also serves as the public information and legislative administrator, charged with the responsibility of ensuring that the appropriate process, notification and legislative procedure is followed, and of managing public access to the information regarding Town policy.

3. Supervision

Not applicable

4. Reporting Structure

Elected official, responsible to the electorate

5. Physical Environment

6. Education/Basic Knowledge

7. Experience

Any eligible citizens may enter his/her candidacy

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.