



## **Job Description**

Position: Clerk Substitute  
Primary Location: Town Clerk's office/Town Hall  
Employment Status: Part-time/Temporary/Seasonal, Hourly, Non-Exempt  
Reports To: Town Clerk  
Description Updated On: April 17, 2024

### **Summary/Objective**

This position assists the taxpayers and general public by taking part in the daily clerical operations of the Town Clerk's office.

### **Essential Functions**

- Maintains vital statistics on a daily basis.
- Issues various licenses and permits.
- Participates in the administration of legal and procedural requirements for conducting Town Government.
- Performs registration, participates in election activities, and helps prepare for Town Meeting.
- Assists in the maintenance of departmental paper and computer files.
- Ensures compliance with all state and Town laws and bylaws.
- Performs research for licenses and helps prepare and post daily official notices of public meetings and hearings.
- Works with state agencies and vendors.
- Collects related fees.
- Processes daily updates of voter and resident information in VRIS computer.
- Responds to various inquiries from the public, other individuals, and committees.
- Performs any other related duties as assigned by the Town Clerk or their designee.

### **Knowledge, Skills & Abilities**

- Must possess awareness of the statutes governing vital statistics.
- Knowledge of Massachusetts General Laws and Town bylaws pertaining to elections, voter registration, zoning and legal and procedural requirements for conducting Town business is essential.
- Excellent communication skills, especially interpersonal skills, a must.
- Integrity and discretion must be practiced at all times due to access to confidential and restricted records.
- Ability to prioritize multiple tasks in a fast-paced environment is necessary.
- Proficiency is required in Microsoft programs including Word, Excel, Access; and in other programs such as HP scanner and State VRIS.

- Must be accurate and detail oriented.

### **Required Qualifications, Education, and Experience**

- High School Diploma with a minimum of three (3) years of office experience. Excellent customer service skills, especially in a municipal setting or an equivalent combination of education and experience.

### **Preferred Qualifications, Education, and Experience**

- Some college courses would be a plus.

### **Physical and Mental Job Requirements**

- Must be able to perform physical tasks as related to the position including but not limited to operating a keyboard, lifting and carrying up to 75 pounds. Must be able to sit or stand for long periods of time, climb a ladder or stand/balance on a step stool; to stoop, kneel, crouch or crawl. Vision and hearing must be at or correctable to a normal range.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Emotional/behavioral self- regulation
  - Interacting with others

### **Work Environment**

- The functions of this role are conducted in an office environment.

### **Hours of Work**

- This role is paid on an hourly basis.
- This position works hours assigned as needed by the Town Clerk within the Town Hall hours of operation. There are occasions the position may be asked to work additional hours due to staff absences, Elections, or Town Meetings. Additional hours may include traveling to and from any educational classes pertaining to the Town Clerk's office.

### **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodation required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_