

JOB DESCRIPTION
TOWN CLERK & DEPUTY TAX COLLECTOR
SOUTH BRISTOL, MAINE

- The Town Clerk plans and supervises the conduct of all elections; prepares the polls, ballot boxes and ballots; instructs election officials as to election laws and procedures; issues absentee ballots; processes all election ballots and reports results to the Secretary of State; and supervises all voter registration functions.
- Manages official documents; oversees posting of official notices, ordinances and advertisements; records papers with the federal, State and County governments as needed; swears in municipal officials as necessary.
- Issues various licenses such as marriage, hunting and fishing, dog, and shellfish and maintains all records in relation thereto.
- Maintains records of births, deaths, and marriages, and sends reports to the State of Maine Office of Vital Statistics.
- Performs all duties and exercises all powers incumbent upon or invested in Town Clerks by State law.
- Will work in the town office on each day that it is open to the public.
- Will work before and after election hours for elections and for annual and special town meetings. Will manage town meeting attendance and warrant voting during town meetings.
- Will act as Deputy Tax Collector, supporting the Tax Collector, collecting payments, balancing daily cash when needed, and filling in for Tax Collector when they are unavailable.
- Will maintain a notary public commission.
- Position is appointed by Select Board and pay appropriate to position and experience. Includes health benefits.