



***Town Clerk  
Job Description  
Town Clerk***

**Nature of work/ Essential Duties and Responsibilities:**

- \*Serves as official Registrar of voters and custodian of all public records including ordinances, minute books, vital records; maintains Town Seal; performs statutory responsibilities; executes legal documents by affixing the proper signatures of Town officials and attesting to their compliance with general statutes and local ordinances.
- \*Attends Annual Town Meetings and records necessary minutes, coordinates Elections and posts meetings
- \*May perform administrative duties including; Payroll preparation and MainePers Retirement for employees of the Town of Wilton
- \*Assists with safety compliance for the Town Office and keeps other departments informed of actions which have impact on them
- \*Advertises and accepts applications for boards and committee vacancies
- \*Performs administering oath of office- Board Members, Police Officers, Elected and Appointed Officials
- \*Post important notices
- \*Weekly, Monthly, and Quarterly Reporting- Motor Vehicle, MainePers Retirement, Inland Fisheries & Wildlife, Dog Licenses, Lien Discharges, and Vital Records. Tracks inventory such as stickers and tags.
- \*Notary Public, or obtain within 3 months of employment.

**Election Duties:**

- \*Certify Petitions
- \*Enter New Voter Registrations and Voter Changes
- \*Supervises Elections and operations

**Vitals Duties:**

- \*Issues Vital Certificates (Birth, Death, Marriage)
- \*Issues Marriage Licenses
- \*Safe keeper of records

**Taxes:**

- \*Applies tax payments
- \*Sends past due notices & keeps records recorded by Registry of Deeds
- \*Tax Lien process including foreclosure process, discharge and research



#### Motor Vehicle/Inland Fisheries:

- \*Issues vehicle registrations
- \*Issues Hunting & Fishing Licenses
- \*Issues ATV, Snowmobile, Boat Registrations
- \*Keeps inventory of supplies and completes supply ordering

#### Dog Licensing:

- \*File yearly ACO information with the State Animal Welfare Department
- \*Licenses dogs
- \*Keeps records of dog licenses & rabies vaccinations
- \*Inventory of dog tags

#### Knowledge, Skills, and Abilities

- \*Ability to multi-task
- \*Detail orientated
- \*Possess Communication and Computer Skills – Microsoft Office, TRIO
- \*Ability to interact with public, employees, and State Agencies