

## Town of Stockbridge

### Job Description

#### Town Clerk and Town Treasurer

**Job Title:** Town Clerk and Town Treasurer – Elected from the legally qualified voters at the annual town meeting. These positions are currently a 3 year term.

This position includes a variety of highly responsible duties that require considerable judgment, discretion and initiative in the interpretation and application of laws, regulations and procedures.

The Town Clerk's statutory duties range from recording, preserving and certifying public documents, to administering oaths of office, complying with public information requests, posting notices, running all elections, maintaining the grand list, issuing marriage licenses and licensing dogs. The Town Clerk has many unofficial duties as well.

The Town Treasurer is responsible for keeping the town accounts, investing money received by the town (with the approval of the Selectboard), keeping a record of the taxes voted and paying orders drawn on him or her by officials authorized by law to draw orders on town accounts. The Town Treasurer must work with the Auditors to settle town accounts prior to the annual meeting and he or she is often called upon to provide the Selectboard with information about town finances. The Town Treasurer is also the Collector of current taxes.

The office is currently open 29 ½ hours per week and as needed. Extra hours are required on a routine basis to perform the duties of the office including preparing for town meeting, elections and tax due dates.

#### Duties and Responsibilities:

- The Town Clerk serves as Chief Election Officer and as such: conducts all elections in accordance with state and federal laws, manages registration of voters, directs activities of election workers and communicates as mandated with the VT Secretary of State.
- Serves as member of, and Clerk to the Board of Civil Authority and Board of Abatement
- Manages recording of all deeds and official documents
- Manages issuance of necessary documents for, and recording of all vital statistics (birth, death and marriage)
- Serves as custodian of town records, ensures the safety and preservation of all records.
- Ensures good customer service to all professions and members of the public accessing the services provided by the town office.

- The Clerk serves as the insurance coordinator, 9-1-1 coordinator and handles incoming and outgoing mail and distributes to the appropriate town officers.
- The Clerk/Treasurer work with the town auditors to prepare and mail the Town Report.
- The Treasurer keeps all accounts of the town from the moment the money is collected to the moment it is paid out or invested.
- The Treasurer collects and deposits receipts to the appropriate funds, reconciles bank statements and generally maintains accounts.
- The Treasurer handles payroll, quarterly returns and prepares W-2s and 1099s.
- The Treasurer compiles year end reports for the annual town report, prepares and mails out tax bills, collects current taxes and prepares the warrant and list for the delinquent tax collector.

**Desired Knowledge, Abilities and Skills:**

A Bachelor's degree or equivalent work experience is required. The Town Clerk and Treasurer should have excellent communication skills, both oral and written, good customer service skills, must be computer literate, detail oriented and able to multi-task in a multifunctional office and able to exercise sound judgment. They must be able to maintain a good working relationship with the general public and other public officials.