

TOWN OF WATERBURY

Town Clerk-Treasurer | Job Description

Employment Overview

- **Department:** Town Clerk & Treasurer
- **Reports To:** Selectboard / Municipal Manager
- **Position Type:** Full-time, Salaried
- **Employment Status:** Appointed to fill vacancy until next Town Meeting.
- **FLSA Status:** Exempt

Objective & Purpose To serve as the primary custodian of municipal records and manager of town finances, ensuring all Constitutional, Statutory, and local duties of the elected Vermont Town Clerk and Treasurer are executed with accuracy, transparency, and integrity under 24 V.S.A. Chapter 35 §§ 1151-1179.

Essential Duties & Responsibilities

- **Customer Service:** Provide courteous, professional service to the public while maintaining strict impartiality. Respond to inquiries in compliance with the **Vermont Public Records Act**. Provide **Notary** services.
- **Records Management:** Serve as legal custodian of all Town records (land records, minutes, permits). Record and index property transactions and cemetery deeds. Ensure records are secured and accessible.
- **Vital Records:** Serve as Registrar; file, index, and preserve birth, death, and marriage records (**18 V.S.A. Chapter 101**).
- **Elections:** Serve as Presiding Officer for all elections (**Title 17, V.S.A.**). Oversee voter registration, ballot preparation, and polling operations. Recruit and train election workers.
- **Financial Management:** Deposit and account for cash receipts (zoning, recreation, taxes). Coordinate tax settlements with the Delinquent Tax Collector.
- **Payment Processing:** Review and process warrants for expenses. **Process and sign town checks and electronic payments (24 V.S.A. § 1576)**. Reconcile checkbooks monthly.
- **Internal Controls:** Provide the Selectboard with annual internal financial control documentation (**32 V.S.A. § 163(11)**).

- **Leadership & Compliance:** Supervise the Assistant Town Clerk. Serve as Clerk to the Board of Civil Authority and Board of Abatement. Ensure town compliance with the **Vermont Open Meeting Law**. Record official minutes for Town and Selectboard meetings.
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Core Professional Qualities

- **Analytical Stewardship:** Ability to audit town records and financial data with professional discretion.
 - **Interpersonal Excellence:** Natural ability to connect with diverse residents through active listening and an approachable demeanor.
 - **Resourceful Reasoning:** Skilled at using independent judgment to solve problems using town principles and facts.
 - **Financial Stewardship:** Capability to manage town funds with the highest level of integrity and accountability.
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Minimum Qualifications

- **Education/Experience:** Associate's degree in accounting or related field preferred; or three years of responsible experience in office/records management (or an equivalent combination).
 - **Technical Skills:** Proficiency in office software; **Excel proficiency is essential**. NEMRC experience preferred.
 - **Flexibility:** Ability to work at evening meetings and extended hours during election cycles.
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Work Environment & Physical Demands

- **Setting:** Professional office environment; involve extended periods at a workstation.
- **Physical:** Ability to occasionally lift or move office materials/record books (up to 20 lbs).
- **Communication & Vision:** Requires clear oral communication and the visual acuity needed to review detailed records.

Acknowledgement

*I acknowledge that I have received a copy of this job description and understand the duties herein. I understand that this is an appointment to fill a vacancy in an elected office **until the next Annual Town Meeting, as provided by Vermont Statute.***

Employee Signature: _____ **Date:** _____

Town Manager Signature: _____ **Date:** _____

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Brief Summary of Job Descriptions

Town Clerk & Town Treasurer

- **Status:** Elected (Interim Appointment through March 2027); Must be a resident.
- **Primary Focus:** Serves as the primary custodian of municipal records and the legal authority for town funds.
- **Key Responsibilities:**
 - Acts as the legal signatory for all Town checks and electronic payments.
 - Manages the collection and deposit of all Town revenues, including taxes and fees.
 - Oversees voter registration, elections, and vital records (birth/marriage/death).
 - Maintains and indexes property transactions and land records.
 - Note: To ensure internal controls, this role does not perform bank reconciliations.

Newspaper Ad: Town Clerk & Treasurer

TOWN OF WATERBURY: INTERIM TOWN CLERK & TREASURER The Town of Waterbury seeks a community-minded resident for an interim **Town Clerk & Town Treasurer** appointment through March 2027. This role is the primary custodian of municipal records and finances.

Core Responsibilities:

This position must execute all duties in strict compliance with Vermont Statutes, including:

- **Records & Treasury:** **24 V.S.A. Chapter 35** and 24 V.S.A. § 1571 .
- **Elections:** Serving as Presiding Officer under **Title 17, V.S.A.**.
- **Vital Records:** Serving as Registrar under 18 V.S.A. Chapter 101.
- **Finance:** Processing payments per **24 V.S.A. § 1576** and documenting internal controls per 32 V.S.A. § 163(11).

Qualifications: Must be a resident of the Town of Waterbury. Associate's degree in accounting or related field preferred, or three years of responsible experience in office/records management . Ability to be bonded is required per 24 V.S.A. § 832.