

TOWN OF WATERBURY

Town Clerk | Job Description

Employment Overview

- **Position Type:** Full-time, Salaried (Range \$52,000-\$60,320)
- **Employment Status:** Appointed (to fill vacancy until next Town Meeting)
- **FLSA Status:** Exempt
- **Residency status:** Must be a resident of Waterbury

Objective & Purpose: To serve as the **Statutory Officer** and primary custodian of municipal records for the Town of Waterbury. The Town Clerk acts as the "Hub of Government," ensuring all Constitutional, Statutory, and local duties are executed with meticulous accuracy, transparency, and political neutrality in accordance with **24 V.S.A. Chapter 35 §§ 1151-1179**.

Essential Duties & Responsibilities

1. Records Management & Statutory Custodianship

- **Legal Custodian:** Serve as the sole legal custodian of all Town records, including land records, meeting minutes, permits, and cemetery deeds.
- **Archival Integrity:** Ensure the permanent preservation, indexing, and security of the Town Vault.
- **Public Access:** Administer the **Vermont Public Records Act**, facilitating public inspections while protecting confidential data.

2. Vital Records & Licensing

- **Registrar of Vital Records:** File, index, and preserve birth, death, and marriage records under **18 V.S.A. Chapter 101**.
- **Licensing Agent:** Issue state and local licenses (marriage, dog, etc.) and serve as a Notary Public for municipal and public needs.

3. Election Administration

- **Chief Election Official:** Serve as the Presiding Officer for all local, state, and federal elections (**Title 17, V.S.A.**).
- **Operational Oversight:** Manage voter registration (Checklist), ballot preparation, and polling place logistics.
- **Team Leadership:** Recruit, train, and supervise election workers to ensure the integrity of the democratic process.

4. Leadership, Compliance & Board Support

- **Board Liaison:** Serve as the Clerk to the **Board of Civil Authority (BCA)** and **Board of Abatement**.
- **Meeting Compliance:** Ensure Town adherence to the **Vermont Open Meeting Law**. Record, transcribe, and archive official minutes for Town Meetings and Selectboard sessions.
- **Supervision:** Provide direct supervision and professional development for the Assistant Town Clerk.
- **Financial Processing:** Review and process warrants for town expenses to ensure financial accountability.

5. Customer Service & Community Relations

- **Primary Point of Contact:** Provide courteous, professional service as the "direct link" between residents and their local government.
- **Neutrality:** Maintain strict impartiality in all interactions, serving as a non-partisan resource for the community.

Core Professional Qualities

- **Interpersonal Excellence:** A natural ability to connect with diverse residents through active listening, empathy, and an approachable demeanor.
- **Resourceful Reasoning:** Skilled at exercising independent judgment to solve complex problems by applying town principles, statutory facts, and historical context.
- **Unwavering Integrity:** High ethical standards are necessary for handling sensitive legal documents and election security.

Minimum Qualifications

- **Education/Experience:** Three years of responsible experience in office/records management, municipal government, or paralegal work (or an equivalent combination of education and experience).
- **Technical Skills:** Proficiency in office software; **Excel proficiency is essential**. Familiarity with **NEMRC** (New England Municipal Resource Center) software is highly preferred.
- **Operational Flexibility:** Ability to attend evening meetings and work extended hours during peak election cycles.
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Work Environment & Physical Demands

- **Setting:** Professional office environment; involves extended periods at a computer workstation and frequent public interaction.
- **Physical:** Professional office environment; involves extended periods at a computer workstation and frequent public interaction.
- **Communication & Vision:** Requires the visual acuity to review detailed legal records and the oral communication skills to address boards and the general public clearly.



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:** _____