



**TOWN OF SUDBURY**  
*Office of the Asst. Town Manager/HR Director*

Maryanne Bilodeau  
Asst. Town Manager/HR Director

278 Old Sudbury Road  
Sudbury, Massachusetts 01776  
Tel: (978) 639-3386  
Email: [bilodeaum@sudbury.ma.us](mailto:bilodeaum@sudbury.ma.us)

**POSITION POSTING**

Assistant Town Clerk  
35 hours per week

The Town of Sudbury is seeking applicants for the position of Assistant Town Clerk. The position is responsible for skilled administrative support and supervisory work in assisting the Town Clerk discharge the duties of the office, preparing and managing vital records, voter lists, licenses, street lists & permits and providing various services with the Town Clerk Office. Thorough knowledge of Town Clerk's operations and office functions is preferred. Successful candidates will possess excellent verbal, communication, and computer/database skills; and be proficient/extremely accurate in record keeping. Three to five years' experience in municipal government and dealing with the public, along with an Associate's Degree is strongly preferred. Starting Salary range is \$22.88 to \$24.71 per hour; excellent benefits.

Send letter of interest and resume to HR Director, 278 Old Sudbury Road, Sudbury, MA 01776 or by e-mail to [bilodeaum@sudbury.ma.us](mailto:bilodeaum@sudbury.ma.us). Resumes accepted until July 29th. AA/EOE

**See below for complete job description.**

## ASSISTANT TOWN CLERK

### **Position Purpose:**

The purpose of this position is to provide administrative and clerical work in assisting the Town Clerk to fulfill the duties and functions of the office; trains and assists staff in office procedures as required; performs all other related work as required.

### **Supervision:**

*Scope and Judgment:* Performs a variety of highly responsible duties requiring a working knowledge of departmental functions and procedures and the exercise of judgment and initiative within prescribed limits.

*Supervision Received:* Works under the general direction of the Town Clerk and according to applicable provisions of the Massachusetts General Laws; Chapter 51, Section 22 of the General Laws. Generally sets own daily work plan and chooses between appropriate courses of action to achieve defined objectives; refers only unusual cases to supervisor.

*Supervision Given:* Supervises the equivalent of fewer than 5 full-time employees. The Assistant Town Clerk functions as the Town Clerk in his/her absence.

### **Job Environment:**

Work is performed under typical office conditions; work environment is moderately noisy. Employee must be able to perform duties while being constantly interrupted during the day.

Operates computer, calculator, telephone, copier, facsimile machine, voting machines, and other standard office equipment.

Makes regular contacts with the public, town departments/boards/committees, and state agency officials. Contacts are by telephone, in writing, and in person and require discussing semi-complex issues.

Has access to department-oriented confidential information including employee personnel records.

Errors could result in delay, loss of services, have legal and/or financial repercussions, and cause adverse public relations for the department as well as the town.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Provides comprehensive administrative support for the functions and operations of the Town Clerk's office; performs or oversees the performance of a variety of administrative and clerical functions addressing a broad range of services.

Responds to customer requests for information on all department operations and functions. Assists and answers questions of the general public, public officials, department heads and staff, in person and by telephone; receives complaints and responds to complaints appropriately; makes referrals as appropriate.

Supervises and coordinates the assignment of daily and special work projects to subordinate clerical staff; trains and assists staff in office procedures as required.

Supervises and participates in the issuance of a variety of licenses, permits, certificates, and documents; registers absentee voters and verifies nomination papers. Prepares campaign finance informational packets for the candidates running for Town elected offices.

Organizes and maintains a variety of records and files; conducts records searches in response to inquiries for genealogical and other information; organizes material for microfilming and binding; develops and maintains indexes for a variety of material including town meeting proceedings, subdivision, Zoning Board of Appeals special permits, sit plans, etc.

Supervises and participates in the preparation for State Elections, Town Elections, and Town Meeting. Researches and types resolutions and other material as required; supervises and participates in the transcription and compilation of town meeting proceedings.

Maintains minutes of meetings and hearings of boards/commissions as well as plans submitted to different board/committees and permits/variances granted.

Supervises and participates in the preparation of purchase orders; makes purchases of supplies for department; compiles departmental data for inclusion in annual Town Report.

Posts on town website departmental information and election results, as well as, the results of the votes on Articles of Town Meeting on the Town's website.

Attends annual and special town meetings. Assists in the preparation of town meeting materials and recording actions taken.

Certifies records and documents; gives oaths to appointed officials; signs payrolls and bills payable vouchers in absence of Town Clerk; signs marriage licenses for issuance. Signs birth, marriage, and death certificates and certifying copies of documents.

Notarizes documents for the general public.

Oversees all duties related to elections; coordinate schedules for election workers. Supervises and assists in the set-up of polling places.

Performs genealogical research for the public. Researches old records.

Performs similar or related work as required.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High school diploma; Associate's Degree in business administration or a related field preferred; five years of experience in an administrative setting; municipal experience preferred; or any equivalent combination of education and experience.

**Special Requirements:**

Notary Public

Justice of the Peace and Certified Municipal Clerk desired.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the state statutes and town bylaws, relating the responsibilities of a Town Clerk's office. Complete working knowledge of office administration, secretarial practices, financial record keeping and automated office systems and procedures. General knowledge of office procedures and records management.

*Ability:* Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies and the general public. Ability to communicate effectively in written and verbal form. Ability to maintain complex record keeping systems. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. Ability to operate standard office equipment.

*Skill:* Skill in operating computers and applicable software applications; proficiency in word-processing, database, statistical, financial and spreadsheet applications. Excellent customer service skills and the ability to interact tactfully and appropriately with the general public, in person and on the telephone. Excellent communication skills.

Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Minimal physical effort is generally required to perform duties under typical office conditions. The employee is frequently required to stand, walk, sit, talk, listen and use hands to operate equipment and is occasionally required to lift items weighing up to 30 pounds. Vision requirements include the ability to read routine and complex documents and view computer screens.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*