

CENSUS ADMINISTRATOR

Position Purpose:

The purpose of this position is to maintain, and update the resident and voter data on the Secretary of the Commonwealth's Voter Registration Information System (VRIS), a confidential, secure, closed system, ensuring that the data accurately reflects the information on census forms, voter registration forms and confirmation of residence cards processed by the Town Clerk's Office; responsible for compiling and printing voter lists for all elections and Town meetings; maintains receipts and spreadsheets of payments received prepares bank deposits and verifies monthly and yearly reports for accounts received; performs all other related work as required.

Supervision:

Supervision: Performs varied and responsible functions of an administrative, clerical and often confidential nature requiring a thorough knowledge of departmental operations, the exercise of judgment and initiative. Operates with a moderate to high degree of independence to interpret guidelines and carry out assignments independently, referring only unusual or technical issues to supervisor.

Supervision Received: Works under the general direction of the Town Clerk and Assistant Town Clerk, following department rules, regulations and policies, requiring the ability to plan and perform operations, and to independently complete assigned tasks according to prescribed time schedules; unusual cases are referred to the supervisor.

Supervision Given: May at times, assist with directing election workers and volunteers.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy. Work is performed with constant interruptions throughout the day.

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

Makes frequent contacts with the general public, public officials and offices, vendors, public schools, lawyers, other town departments, group homes, nursing homes and other municipalities. Communication is by telephone, in person, and in writing by mail, email or fax.

The employee has extensive access to confidential information.

Errors could result in confusion, delay, monetary loss, loss of service and legal repercussions.

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.)

Works in the State's VRIS system to process annual town census & confirmation card returns, voter registrations, certification of nomination papers/initiative petitions, vote by mail applications and returned ballots as well as other functions assisting with election/town meeting preparation and/or post-election/town meeting reporting requirements. Maintains accurate voter records and files.

Responsible for mailing Street Listing forms to all Town households in January of each year; compiles, organizes, and maintains the town census data based on signed returned forms. Follows-up with the following: political party change cards, voter registration cards, name changes, date of birth changes, occupation changes, residency changes, confirmation cards; registers new voters; makes necessary changes in registrant's voting status, address, or name.

Compiles, organizes and reviews for accuracy Town resident data to include voter registration for the publication of the yearly list of persons in compliance with MGL Chapter 51, section 6.

Participates in processing of vote by mail ballot applications, mailing of ballots and assists voters who vote in the Town Clerk's Office while maintaining the confidential integrity of the voter's ballot. Works with office staff, during in-person early voting and elections, to update voter information. Must be available to work some evening hours and weekends during early voting, elections and town meeting.

Compiles and provides confidential list of the Town's school age children to the Chairman of the School Committee in compliance with MGL Chapter 51, section 4.

Accountable for the financial accounts receivable transactions for the office of the Town Clerk. Tracks financial transactions daily, weekly, and monthly and maintains the financial ledgers. Confirms monthly reports of balances with the Assistant Town Clerk. Compiles year-end report for submission by Town Clerk for Annual Town Report.

Performs seasonal and special projects including preparation of materials for elections and town meeting.

Responds to questions, requests for information and complaints from the general public, public officials, department heads and staff, in person and by telephone, tactfully and appropriately; makes referrals to supervisor as needed. Responds to record requests pertaining to elections.

Assists with the issuance of various other departmental licenses and permits, to include raffles, "Doing Business As" (DBA) certificates and dog licenses. Issues certified copies of birth, marriage and death certificates; and posts meeting agendas. Performs genealogical and other research of records for the public. Maintain department website page.

Performs similar or related work as needed.

Regular attendance and punctuality at the work place is required.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school diploma required. Associate's degree or higher is preferred; up to three years of experience in records management and/or experience in municipal government; accounting experience helpful; or any equivalent combination of education and experience. Driver's license required.

Special Requirements: Notary Public is preferred or within 6 months of hiring.

Knowledge, Ability and Skill:

Knowledge: General knowledge of the federal laws, state statutes and typical town bylaws relating to functions of the Town Clerk's Office is helpful. Working knowledge of office computer software programs and applications. General knowledge of 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 systems.

Skill: Excellent customer service and interpersonal skills including the ability to interact tactfully and appropriately in person and on the phone, diffuse difficult situations and resolve conflicts; Sound judgment, decision making and analytical skills. Good mathematical skills. Strong record-keeping and/or accounting skills. Expertise and skill with computers, including Microsoft Word, state databases, and Microsoft Excel with spreadsheet applications, such as formulas & mathematical functions. Ability and desire to learn various software programs. Must be detailed oriented. Excellent written and verbal 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.

Duties require the ability to exert moderate physical effort in sedentary to light work, but at times involve some lifting, carrying, pushing, and/or pulling of common objects and materials such as paper, files and voting equipment of some weight (up to 30 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Ability to stand, walk, sit, talk, listen and use hands to operate office equipment, including keyboard and calculator at an efficient speed. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Essential functions require close vision for regularly working with details, numbers and complex documents and view computer screens. Tasks require the ability to communicate orally.

(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.)