



Joseph C. Sullivan, Mayor

## BRAINTREE HUMAN RESOURCES DEPARTMENT

Karen M. Shanley, Human Resources Director  
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Lee Anne Vaillencourt, Human Resources Generalist  
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### POSTING

JOB TITLE: Town Clerk  
LOCATION: Town Hall  
STARTING DATE: May 21, 2014  
SALARY: \$73,455.79 - \$85,615.31/year

### QUALIFICATIONS:

Associates degree with a major in business administration or related field, plus five (5) years of successful administrative experience in a responsible position. Certifications not required but strongly recommended.

### RESPONSIBILITIES:

Please see attached job description for complete details.

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POSTING DATES: March 26, 2014 – April 15, 2014

Applicants may submit a cover letter and resume to the following address:

Human Resources Department  
Town of Braintree  
1 JFK Memorial Drive  
Braintree, MA 02184

or e-mail to: [kshanley@braintreema.gov](mailto:kshanley@braintreema.gov)

Town of Braintree is an Equal Opportunity Employer

Date Approved: May 1, 2013  
Grade: M-18  
Union: Appointed by Town Council

**TOWN CLERK**

**NATURE OF WORK:**

Responsible for administrative and supervisory work in connection with recording, filing and custody of Town records and vital statistics; conducts elections; issues licenses and permits; related work as required. Errors could result in lower standards of service and seriously affect individuals financially, should vital statistics be incorrectly recorded.

**SUPERVISION:**

Appointed position responsible to the Town Council. Exercises immediate supervision over clerical employees and supervision of a larger number of election workers.

**JOB ENVIRONMENT:**

Duties are generally performed under typical office conditions, but with some attendance at evening meetings.

**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. Duties are not necessarily in order of importance or frequency of performance.)*

- Heads Licensing Board.
- Conducts elections, instructs and supervises election officers; tabulates and records election results.
- Serves as ex-officio member and Clerk of the Board of Registrars of voters; participates in the registration of voters; supervises revision of Register of Voters each year; certifies signatures of registered voters on nomination papers of candidates for elective office, referendum and initiative petitions, etc.;

transmits lists of registered voters to the Secretary of State; sells registered voter list to approved vendors.

- Supervises street listing, school census and state census taking.
- Issues dog licenses and issues licenses for the storage of hazardous materials such as flammables and explosives.
- Records and files Planning Board applications, maps, and decisions; and decisions of the Zoning Bylaw Board of Appeals.
- Administers oaths of office to all town officers.
- Posts notices of open meetings filed by town boards and committees in compliance with the Open Meeting Law.
- Receives all non-criminal fines.
- Responsible for the administration and operation of election activities; enters voter registration and certification data; issues, receives, and records absentee ballots.
- Performs a variety of responsible functions, in accordance with state statutes, town bylaws, and office procedures, requiring the exercise of judgment and discretion in the interpretation and application of laws, regulations, and procedures.
- Responsible for the preparation and certification of Town Council Measures (any item that is put before the Town Council for vote).
- Answers questions from the general public, directly and by telephone, providing information and making referrals to other offices and agencies, as appropriate; researches questions through official town records and General Laws, as necessary; provides information requested by town officials.

- Records vital statistics, including births, marriages, and deaths; prepares monthly reports of vital statistics; forwards to state offices; issues certified copies of records and statistics in accordance with applicable laws.
- Prepares departmental budget for preparations for presentation to Town Council.
- Maintains personnel records; prepares payroll for department staff; reconciles daily and weekly cash receipts.
- Performs tasks related to the annual census; prepares material for List of Residents, Annual Town Report and Jury List.
- Frequent contact with the general public, and other town departments and officials, including the Town Accountant, Town Solicitor and Mayor's Office. Communication is by telephone, email, and in person.
- Performs other similar or related duties as required, or as situation dictates.

**SECONDARY FUNCTIONS:**

- Serves as Parliamentarian at Town Council meetings.

**KNOWLEDGE, SKILLS, AND ABILITY:**

**Knowledge:** Thorough knowledge of record keeping systems, standard office procedures, Massachusetts General Laws governing elections, voter registration, vital statistics, and licenses and permits.

**Skills:** Supervisory skills required. Excellent organizational skills. Knowledge of state voter registration systems. Computer knowledge a necessity.

**Ability:** Ability to process, file and maintain public records. Ability to establish and maintain effective working relationships with Town Officials, Town departments, and the general public. Ability to express oneself clearly and concisely, orally and in writing. Ability to maintain confidentiality of privacy issues. Must be detail-oriented.

**REQUIRED QUALIFICATIONS:**

Associates degree with a major in business administration or related field, plus five (5) years of successful administrative experience in a responsible position. Certifications not required but strongly recommended.