

**Department:** Administration  
**Supervisor:** Town Manager  
**Job Title:** Town Clerk/Payroll Clerk

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This is an hourly paid position responsible for maintaining official records and preparing all payrolls. This is a very visible position which requires a high tolerance for daily, multi-tasks and multiple changing priorities.

The Town Clerk is responsible for accurately recording Town Meeting proceedings and all pertinent Town actions and maintaining official Town records.

The Payroll Clerk is responsible for preparing payrolls and maintaining all records pertinent thereto.

### Typical Duties – Town Clerk

- attends Town Meetings, records warrant and proceedings and voting results
- records all necessary information in Town Ledger
- responsible for election proceedings, prepares ballots, cares for absentees, appoints a warden and inspects and records results
- records vital statistics: births, deaths and marriages; issues certificates and licenses and handles corrections
- Rem → • ~~prepares Hunting and Fishing Licenses; collects fees and, as State of Maine Agent, files reports to State~~
- Rem → • prepares dog licenses; collects fees and, as State of Maine Agent, files reports to State
- maintains the Town web site
- reviews monthly trial balance and checks for input errors
- assists public requesting information, answers questions and processes complaints from general public
- prepares certified copies of legal documents for agencies requiring certified copies of official documents
- administers Oaths of Office to newly elected officials or appointed employees
- maintains custody of Town Seal, official records and legal documents
- prepares reports and submits information to Town Manager when requested
- Rem → • ~~issues commercial licenses (pinball, victular's, etc)~~
- Rem → • ~~responsible for assuring compliance with the State laws~~
- prepares reports for Annual Town Report
- reviews incoming correspondence to Town Clerk; determines action required; prepares answering correspondence
- works with auditor as necessary; provides necessary records
- types as necessary; operates all office equipment
- other duties as assigned by the Town Manager

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**Typical Duties – Town Clerk (continued)**

- attends seminars and workshops, reviews new legislation to keep abreast of changing laws and regulations in Town Clerk duties
- other duties as assigned by the Town Manager

**Typical Duties – Payroll Clerk**

- prepares weekly payroll for distribution
- prepares appropriate monthly, quarterly and annual reports and forms as required
- prepares and files weekly, electronic tax transfers
- maintains employee payroll deduction records
- maintains employee attendance records
- reviews monthly trial balance and checks for input errors
- prepares reports and submits information to Town Manager as requested
- responsible for assuring compliance with State laws
- reviews incoming correspondence to Payroll Clerk, determines action required; prepares answering correspondence
- works with auditor as necessary; provides necessary records
- prepares necessary forms and paperwork as required
- types as necessary; operates office equipment
- other duties as assigned by the Town Manager

**Requirements of Work –**

Thorough knowledge of the organization/functions of Town government; thorough knowledge of payroll processes and appropriate reporting procedures; thorough knowledge of State and local statutes pertaining to Town Meetings, Payroll tax preparation and Clerk's responsibilities; ability to deal with the public; ability to understand written and oral instruction; dependability and good physical condition.

**Experience and Training –**

Considerable experience in an office environment and completion of a standard high school course; or any equivalent combination of experience and training which provides the necessary requirements of work.