

Town of St. Armand

Job Description

Town Clerk

Vital Records Registrar

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY:

The work involves responsibility for performing routine clerical work and/or assists in performing more difficult and responsible clerical work as needed. The work is primarily of a routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and procedures, employees must exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, by checking the completed work by periodic spot checks and by cross checking. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Sorts, indexes and files mail, bills, requisitions, ledgers and other materials
- File searches, maintaining and upkeep of filing systems
- Collects fees and accounts for monies received
- Checks reports and records for clerical accuracy, completeness and proper extension
- Answers telephone calls and dispenses routine information
- Accurately writes monthly vouchers for specific vendor payments
- Operates all office equipment
- Makes entries in ledgers from original sources
- Makes arithmetic computations and compiles reports for several accounts in all departments
- Completes banking transactions
- Other duties as assigned

FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND CHARACTERISTICS:

- Thorough knowledge of office terminology, procedures and equipment
- Thorough knowledge of business records maintenance
- Good knowledge of the community
- Fundamental knowledge of the principles of Town Law (reference manual provided)
- Ability to get along well with others and maintain professional relationships
- Ability to establish and maintain co-operative relationships with other public officials and with the general public
- Ability to read and interpret plans and specifications, be neat, accurate and have clerical aptitude
- Ability to be firm but courteous, honest, thorough, tactful, and have sound judgment
- Must be honest and reliable
- Physical condition commensurate with the demands of the position

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: Either:

- (a) Graduating from a regionally accredited or New York State High School; or
- (b) Two years of clerical experience; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above

Additionally:

The Town Clerk position is part-time, year round. The hours vary depending upon the time of year.

Board Meetings – Approximately 3 hours per month for 12 months per year = Approx. 36 hours

Special/Budget Meetings – 3 hours per meeting – Approx. 8 per year = Approx. 24 hours

Town Clerk hours – Approximately 944 hours per year

Vital Records Registrar – Approximately 10 hours per year

Total hours per year for both positions: Approximately 954 hours per year

THE FOLLOWING IS A LIST OF TOWN CLERK DUTIES:

The Town Clerk must possess attention for detail, and be accurate and concise in their work. Always refer to NYS Town Law Manual to ensure that the Laws are being followed correctly.

DAILY ACTIVITIES

- Answer phones politely. Address callers' concerns.
- Complete correspondence as requested by Town Supervisor; always keep file copies of ALL documents.
- Pick up mail from Post Office. Distribute all mail to appropriate departments.
- Assist residents with their needs. As Town Clerk, you may be asked to help residents fill out forms, make copies, send faxes, etc. The Town Clerk should be willing to assist our residents if they can.
- The Town Clerk should be willing to assist all departments.
- Maintain general cleanliness of office and hallway.
- Scooter's Cleaning is responsible for the Town Hall cleaning, twice per month.
- The Town Clerk may need to vacuum the Board Room on occasion; for example, after an election or during the winter when salt tracks in.
- Maintain accurate Records per NYS Guidelines and Laws regarding Records Retention.

NOTARY PUBLIC

- The Town Clerk must take the exam to become a Notary Public, and must keep their Notary License in good standing. The Town will pay for your exam and stamp.
- ALWAYS FOLLOW NOTARY REQUIREMENTS, pay special attention when performing notarizations of wills and power of attorney.
- The Town Notary does not charge a fee for their signature.

- You may notarize documents for people residing in other Towns; however, you may not charge them for your signature, unless the Town Board approves this change.
- Elderly individuals may request that you go to their home to notarize documents for them. Although it is not required, it would be helpful to go to them to sign.
- NEVER SIGN AS A NOTARY WITHOUT PROPER IDENTIFICATION.
- Make sure that you are listed on the Towns insurance policy as a Notary.

OATHS OF OFFICE

- The Town Clerk performs “Oaths of Office” at Board Meetings or individually as required by Law. Keep these on file in the Clerk’s office. Once a person resigns/retires, give them to the Clerk to the Supervisor to file in the personnel file.

MONTHLY BILLS AND VOUCHERS

- Compose monthly vouchers for bills for each department, attaching all pertinent paperwork to each voucher.
- All monthly bills should be completed and processed by the Thursday before the Regular Monthly Board meeting.
- Ensure each voucher is complete, with the correct account code being billed for each line. This step is crucial to providing accurate budgeting costs for the year, and in future budget concerns.
- After the bills have been signed by the Town Board and approved during the monthly meeting, each department’s bills are filed and an “Abstract of Audited Voucher” is completed. Yellow copy of Abstract is kept in the Fire-proof filing cabinet. The original is filed with the Vouchers. Annually, the voucher files are stored in the fireproof room. Voucher files must be retained for 7 years.
- VOUCHER FILES FOR GRANTS AND CAPITAL PROJECTS ARE KEPT INDEFINITELY.
- Prior to Board approval, checks cannot be written on any vouchers except for Employees, Utilities and County- related expenses, per NYS Comptroller.

The Clerk to the Supervisor is responsible for the following vouchers:

- All Insurances – Health, Prescriptions, etc.
- All National Grid Accounts, Verizon, Time Warner/Spectrum
- Trash bills to Essex County
- BOND/BAN payments – all departments
annual Contract payments

The Town Clerk is responsible for all other vouchers.

MONTHLY BOARD MEETINGS

- Ensure that all Board Meetings are posted according to Town Law; compose all Board Meeting notices. Post to Fire House sign via Ladies Auxiliary (contact Nancy Swinyer), Adirondack Daily Enterprise (Column), Town Hall Bulletin Board.

- Town Clerk must attend and take minutes at all Town Board Meetings, Special Board Meetings, Public Hearings, work sessions, etc.
- Any time the Board meets as a quorum; a Public Notice must be posted as a Special Board Meeting. The ONLY exception to this is if they are getting together to interview perspective employees. An Executive Session meeting must also be posted as a Special Board Meeting, but can state “Executive Session”.
- Set up Board Room for meetings. Set up Sign in sheet, agenda, copies of documents.
- Prepare Meeting Minutes, email the minutes to the Town Supervisor for posting on our website and email to Essex County to post on their website.
- Complete Meeting Minute Book entry; be sure to include each report from each department head as part of the Minutes. Minute Books are permanent records, are never destroyed, and must be kept indefinitely. Store completed Minute Books in the Fireproof Room.
- Meeting documents must be posted to the Town’s website at least 24 hours before each meeting, in draft form per “Open Meetings Law”.
- Prepare Agenda for Board Meetings. Obtain Town Supervisor’s input.
- Prepare all Resolutions in draft form and provide copies to Board Members.
- Provide copies of any other documents to Board members.

PETTY CASH ACCOUNT

- The Town Clerk has a \$200.00 bank of petty cash. This is to be used to make change only, do not make purchases with petty cash.
- Town Supervisor will periodically ask for the Petty Cash bank. The Supervisor will count the bank and then sign and date a note stating the total. Keep the note with the bank, it will be replaced the next time the Supervisor checks the Petty Cash Fund.

FAX/COPY FEES

- Copies are \$0.25 per page; faxes are \$1.00 per page.
- Keep these collected fees in a bowl on top of the filing cabinet.
- Utilize this money to pay for postage, poster board for elections, etc.

PUBLIC NOTICES, POSTING ADS

- The Adirondack Daily Enterprise is the Town’s Official Newspaper.
- Post all meetings according to Town Law with the Column website.
- When instructed by the Town Supervisor, post vacant positions to the public. Compose Job Ads in draft form and email to the Supervisor. Once the ad is approved, send to classifieds Dept at ADE for posting.
- All Special Board Meetings and Work Session Public Notices must be posted per Town Law five (5) days in advance of meeting. Per Town Law, Public Hearing Notices must be posted ten (10) days in advance of meeting.

Notices should be posted:

- In Adirondack Daily Enterprise (Column) and on occasion other newspapers such as Press Republican and Albany Times Union.
- Town Hall Bulletin Board
- Town Website – when directed by Town Board
- Facebook – Town Page and Bloomindale Neighborhood Facebook Group
- Fire House sign when possible
- Email approved Board Meeting minutes to be posted to the Town website (email to Essex County).

WEBSITE

- Essex County manages our Town Website
- Go Daddy is our web hosting site.
- Make sure all contact information on employees is current on the website.

FACE BOOK

- The Town Clerk is responsible for the Town of St. Armand's Face Book page.
- Post regularly to keep people engaged.
- Make sure that all posts are respectful and worded professionally.
- Adding pictures periodically is a great way to keep people engaged.
- Post Board Meetings, job announcements, water breaks, etc. This is a great way to get the word out to our community.
- Avoid "liking" personal comments.
- Always be professional, remember, the Town Clerk is representing the Town Board.

ELECTIONS

- People may come to the Town Clerk to pick up an application to vote. You may give them the Voter Registration Application but they must send them to the Essex County Board of Elections. We cannot accept Voter Application Forms or mail the forms for them.
- Essex County Board of Elections will mail a letter to the Town Clerk with upcoming Election information.
- Post the Sample Ballots in the hallway near the Board Room.
- Voting machines will be dropped off and picked up by the county. Town Clerk certifies delivery.
- No elected official can be in the Town Hall during the voting process, except to open and close the building and to vote. (i.e. The Town Clerk cannot have office hours during any election)
THIS IS NYS LAW.
- On Election Day, the Town Clerk is responsible for opening the Town Hall (5:15 am) and closing the Town Hall (9:30 pm).
- Other Elections (i.e. Presidential Primary) are held at different times. The Essex County Board of Elections will mail a letter a few weeks before each election with the details.

- The Town Clerk must sign for the election bags when they are dropped off and when the Election Watchers take them on voting day.
- The Town Clerk must be present when the voting machines are dropped off or picked up.
- Work with the Election Watchers to ensure they have everything they need on election days. (i.e. paper, pens, trash can, etc.) Provide them with contact phone number to reach Town Clerk

POSTAGE MACHINE

- Pitney Bowes is the owner of the postage machine, we rent it from them.
- If there are problems with the machine, contact Pitney Bowes and they will fix/replace it for free.
- Add postage - \$200.00 at a time, follow prompts, PRINT RECEIPT, and attach the receipt to the voucher with the bill.
- Purchase Power is the company that works with Pitney Bowes for postage refills, bills will come from them via email.
- Ensure that a back-up ink cartridge is always in stock for the postage meter.
- Follow prompt to change from regular to flat, etc.
- Connect periodically to check for updates, follow prompts.

MONTHLY REPORTS, DEPOSITS & CHECK BOOK

- Complete Town Clerk's monthly report utilizing BAS program records.
- Write checks to the Supervisor and NYS Dept of Agriculture & Markets and NYS DOH as required. Supervisor must receive separate checks that are for General A or General B Fund, these checks are deposited into different accounts so they must be different checks. Town Clerk checking account balance must be zero at end of month.
- Mail check and dog licensing form to NYS D of A&M and/or NYS DOH as required.
- Maintain Town Clerk Checking Account Register. This account will zero out each month, make timely deposits, and keep accurate records.
- Use the Town Clerk account stamp for all checks deposited into Town Clerk Account.
- NBT Bank will provide free Town Clerk checks and deposit slips.
- Give monthly Town Clerk report to the Supervisor for signature; report this information to the Board each month.
- Town Clerk Reports are kept on file for 7 years.

The Clerk to the Supervisor is responsible for deposits for the following accounts:

- Cell Tower
- CHIP's funds for Highway Department
- Justice Court Account
- Highway Snow & Ice Contracts – Essex County and NYS
- Transfer Station Account
- Insurance

The Town Clerk is responsible for deposits into the Town Clerk account.

VITAL RECORDS REGISTRAR

- The Town Clerk is also the Town's vital records registrar. The registrar is responsible for preparing Birth, Death and Marriage Certificates. All Vital Records are permanent documents to be stored in the Fireproof Room indefinitely.
- Vitals Registrar must follow Town Law and NYS Law regarding the documentation of vital records.
- Vitals Registrar must issue Death Certificates and Burial Permits; work with local Funeral homes to complete the permits in the time restraints per law.
- The Vital Records Registrar is an unpaid position. The registrar is paid per vital document by the Requester. Deposit payments for vital records into Town Clerk account under B Fund. Registrar is paid monthly via voucher for any documents sold throughout the month. Vital Registrar is not paid for issuing original marriage licenses.
- Monthly report to NYS Dept of Health for any marriage licenses issued, along with payment.
- Registrar must issue any marriage license in accordance with NYS Law, regardless of personal ideology or religious beliefs.
- Birth Certificates may only be issued to the person or the parent of the requestor, documentation must be provided. Follow all NYS and Federal Laws.
- Work with KOFILE Preservation to have Vital Record and Minute books processed for preservation. Complete Vital first, then Minute, oldest to newest. Make sure not to spend more than the Budgeted amount for the year on book preservation.

DOG LICENSING & REPORTING

- Town Clerk processes annual dog licenses utilizing BAS program. All dog licenses must be filed in the annual binder, with a copy of the current Rabies Certificate and Spay/Neuter certificate (if applicable) attached. A dog license cannot be issued without a current valid Rabies Certificate.
- Maintain accurate dog licensing records.
- Work with the Town's Dog Control Officer (Tri-Lakes Humane Society) with regard to captured dogs.
- You may also need to work with NYS Police if any incidents occur with people bitten by dogs. People may also contact you if a dog problem occurs, discuss this with Supervisor and proceed appropriately.
- Monthly dog license reporting and fees to NYS Department of Agriculture & Markets.
- Annually report to the Tri-Lakes Humane Society.
- Rabies Clinics are conducted through the Essex County Department of Health. An annual schedule is distributed to the towns by the Essex County Dept. of Health.

- When dog tags begin to run low, order more, www.gotags.com, make sure to start with a higher number tag to avoid duplicates.

CEMETERY SALES, VITAL RECORD SALES

- Utilize the BAS program to keep a record of all minor sales during the month. (i.e.: death certificates, cemetery plots, marriage licenses, etc.)
- Sales must be entered into the BAS program to ensure proper calculations.
- Work with local funeral directors with regards to death certificates, burial permits and burials.
- Complete, file and document on the maps any sold cemetery plots and Cemetery Deeds for Cemetery Sales working with the Town Supervisor, (the Town Supervisor is the Cemetery Superintendent).
- Work with the grave-diggers and headstone makers to ensure correct placement of graves and headstones, if Town Supervisor is unavailable.
- Keep the Cemetery Maps updated working with Town Supervisor and spreadsheet program, and when necessary, re-print updated maps working with Essex County Real Property.

HANDICAP PERMITS

- Issue handicap permits by request. Applicant must have a valid doctor's signed certificate in order to be eligible for a handicap permit.
- Keep track of permit numbers and dates, as this information will be requested from NYS annually.
- Order more permits from NYS as needed.

MILEAGE

- Town Clerk can claim mileage for deposits, monthly via voucher. Mileage reimbursement amount changes annually.
- Claim only the mileage from the Town Hall to the bank, training, store, etc.

SUPPLIES AND EQUIPMENT

- Keep the supply closet stocked with all necessary office supplies.
- Order for other departments as requested.
- Order letter head and envelopes from Essex County Printing.
- **MAKE SURE LETTERHEAD HAS THE REQUIRED LEGAL NOTICE AS FOOTER ON EACH PAGE.**
- Order office supplies from Essex County Supply, Staples, Amazon, WB Mason, etc. The Town Supervisor can pick up from Essex County on Mondays. Always try to get free shipping when possible.
- Make sure there is always an extra ink cartridge for all department printers, fax machines, and postage meter.
- Make sure that the vouchers reflect which department the supplies were purchased for. General supplies for non-specific department can be coded under A1320.401.

- Generally, when a printer states ink is low, you can make at least 500 more copies. Refrain from changing ink cartridges until necessary.
- Always purchase via the least expensive method. Save where possible. Use coupons if applicable.
- Keep in mind you are spending tax payers hard earned money.
- The Town Clerk should assist other departments as requested.
- Essex County IT department assists the Town with Malware and internet security.

REPORTS AND ACCOUNTS

The Clerk to the Supervisor is responsible for completed Reports and Maintains Accounts for the following:

- Essex County Civil Service/Payroll
- Health Insurance/Worker's Comp
- CHIP's
- Youth Program
- Radio Licensing
- NYS Department of Motor Vehicles
- Highway Accident Reports & Maintenance of vehicles
- Highway Contracts
- Verizon Contracts
- Time Warner Cable Contracts
- Cell Tower Contracts
- DEC/Permits
- Budget Assistant
- BOND/BAN accounts
- Twin State Contracts

The Town Clerk is responsible for all other reports and accounts.

Some reports are due annually, others as requested.

ORGANIZATIONAL/JANUARY MEETING

- The January Board meeting is also called the ORGANIZATIONAL MEETING.
- In December, prepare the Yearly Board Meeting Schedule, post it on the Bulletin Board and website and give a copy to each department head and Board member. The schedule needs to be posted as a Public Notice in the Adirondack Daily Enterprise (Column) in early January.
- In December, prepare the Holiday Schedule, post it on the Bulletin Board and website, give a copy to each department head and Board member.
- Prepare the Organizational Resolutions in draft form:
 - Supervisor's Appointments
 - Designating Appointments
 - Designating Official Banks
 - Procurement Policy
 - Designating Official Newspaper

- Designating Mileage Allowance (as set by Essex County)
- Essex County Maintenance of Roads Agreement
- Essex County Snow & Ice Agreement
- Contract with Essex County Youth Bureau
- Agreement with Essex County regarding Youth Commission Funds
- Lease of Poll Site
- Investment Policy
- Designating Website
- Agreement with Albany Lift
- Supervisors Audit
- Town Clerk Audit
- Town Justice Audit

SOME OF THESE RESOLUTIONS MAY NOT BE READY FOR THE JANUARY MEETINGS, IF NOT, PUT THEM ON THE AGENDA FOR THE NEXT MEETING. WORK WITH THE CLERK TO THE SUPERVISOR TO ENSURE ALL RESOLUTIONS FOR CONTRACTS ARE COMPLETED IN A TIMELY MANNER. All Contracts must have Board Authorization via Resolution prior to signing.

FOIL REQUESTS

The Town Clerk is responsible for all FOIL requests. Follow Town Law carefully to ensure the request is completed legally. Refer to the Essex County Attorney for guidance.

Questions may be addressed to Town Supervisor Davina Thurston, @ 518-891-3189, X1 or email: davinastarmand@gmail.com