



Town of Jamestown

JOB DESCRIPTION: Deputy Town /Canvassing Clerk Town Clerks Office

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| Job Title: Deputy Town/Canvassing Clerk | Type of Position: Full-Time |
| Unit/Division: Town Clerks Office | Reports to: Town Clerk |
| Review: As Required | Last review date: 5/15/2023 |

GENERAL DESCRIPTION

The Deputy Town /Canvassing Clerk is responsible for assisting with the keeping of records for the Town, and for managing and performing a variety of complex administrative and clerical work in support of effective and efficient Town operations. This position is responsible for assisting the Town Clerk with the daily management of the Clerk functions including canvassing, licensing, vital records, land evidence boards, commissions and committees, and Town Council operations. The deputy Town Clerk applies considerable knowledge of departmental procedures based on Rhode Island General Laws and Town ordinances on a daily basis. Responsible for the preparation and maintenance of all voter registration and election records and is responsible for the preparation and full operation of each and every election on the local, state and national level that takes place in the Town of Jamestown. The position maintains detailed and accurate records using both manual and computerized systems, prepares required reports and performs other miscellaneous clerical and administrative duties including daily cash reports, deposits and managing the day-to day operations of the Clerk's Office. This position interfaces with taxpayers, customers, and employees on a daily basis and requires a commitment to the highest quality of customer service.

The Deputy Town Clerk/Canvassing Clerk works with minimal supervision under the direction of the Town Clerk and assumes the role of Town Clerk in his/her absence consistent with RIGL Title 45, Title 17, Title 38, Title 42, and Title 45.

DUTIES AND RESPONSIBILITIES

1. Responsible for all departmental functions, including but not limited to Board of Canvassers, Town Clerk and Town Council functions in the absence of the Town Clerk and records and maintains such information using the elections computer software; prepares agenda, notes and attends all Board of Canvassers sessions.
2. Prepares all Elections and related legal advertisements and timely completion of actions as required by law.

3. Processes all applications for voter registration and maintains accurate voter lists to include the addition and deletion of information as required and to provide reports to the Central Voter Registry.
4. Prepares all necessary election documents including communications, notices, and advertising materials
5. Processes absentee ballot applications, poll worker documents and federal and state election forms..
6. Prepares and supervises all election day activities, including the hiring of qualified poll workers, poll worker training, opening and closing of pools and fulfilling all reporting requirements for election results.
7. Serves as the secretary to the Board of Canvassers and responds to inquiries from the general public, political parties, and candidates concerning municipal and state election laws and procedures.
8. Submits invoices and requests for requisitions including purchase orders for the Board of Canvassers and election process.
9. Responds to and provides information to the general public, taxpayers, banking officials, real estate professionals, Town Boards, Commission and Committees, employees and members of the legal community regarding land evidence records and procedures, vital records, meetings and other information.
10. Receives liens, discharges and land evidence from various private, state, federal and local agencies for the purpose of recording using the land evidence software.
11. Issues vital records, certified copies, copies, confidential records, and all licenses issued by the Town Clerk's Office in accordance with state and local laws.
12. Attends and prepares Minutes of regular and special Town Council Meetings as needed and in the absence of the Town Clerk.
13. Assists with the preparation of the Town Council Meeting Documents and packets.
14. Processes, maintains and microfilms land evidence recordings, plat files, and ordinance records.
15. Processes and maintains applications for business licenses, permits, and associated paperwork including new and renewal liquor licenses, victualing licenses, holiday license, private detective licenses, trash removal licenses, peddler licenses, junkyard licenses, entertainment licenses, and yard sale permits. Must possess ability to effectively utilize related software.
16. Processes and maintains dog license records using dog licensing computer software.

17. Prepares various reports and documents for submission to various government agencies and the Town Administration.
18. Assists the Town Clerk with agenda preparation.
19. Prepares daily departmental cash receipts and deposits.
20. Answers the telephone and provides clerical support as needed.
21. Provides Notary services as needed.
22. Produces documents with a high degree of accuracy, meeting all deadlines.
23. Performs all other duties and responsibilities as may be assigned and are consistent with the position.

JOB REQUIREMENTS:

Education and Experience

1. Graduation from high school or general equivalency diploma, with emphasis on business skills (file management, computer skills, work processing, correspondence, date entry, etc.); additional applicable education preferred.
2. Five (5) years' experience in an office setting.
3. Five (5) years' experience dealing with the public.
4. Experience working independently with minimal supervision
5. Elections and Voter Registration management experience preferred but not required.
6. Land evidence software and cashiering system experience preferred but not required.

Necessary Knowledge, Skills and Abilities:

1. Working knowledge of the use of reference materials (Rhode Island General Laws, local ordinances, Open Meetings Act and Access to Public Records Act, etc.) working knowledge of a variety of computer programs and databases (dog licensing package, voter registration package others).
2. Possess administrative, secretarial, organizational, clerical, and customer service skills, prepare accurate reports, correspondence, meeting minutes, and forms with proper format, punctuation, spelling and grammar.
3. Considerable skill in operation of listed tools and equipment; considerable skill in effectively

dealing with the public (resolving conflicts, providing instruction, and disseminating information).

4. Ability to anticipate and adhere to deadlines; ability to maintain efficient and effective records management systems and procedures; ability to pay attention to detail and follow through with instructions; ability to establish and maintain effective working relationships with employees, the public, and Town officials; ability to provide clear and concise information and instructions; ability to communicate effectively, orally and in writing, ability to work independently with minimal supervision.
5. Must maintain confidentiality as required and use independent judgement in performing tasks, identify issues and/ or situation, and identify alternate solutions to issues or situations.

TOOLS & EQUIPMENT USED:

Personal computer, telephone, 10-key calculator, photocopier, postage meter and scale, fax machine, scanner, printer, Central Voter Registration System (CVRS), and land evidence software and cashiering system.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

1. The work environment is typically in an office setting.
2. The work conditions (light, noise level, temperature, etc.) are typical of an office setting.
3. The employee may occasionally lift and/or move objects up to 15 pounds. Specific physical abilities include close vision and the ability to use computer monitors for long periods of time, as well as the ability to communicate verbally in person and on the phone.

The duties listed above 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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be able to perform all essential functions of the job. Other duties may be required by the Town Clerk.