



City of Medford – Job Description - City Clerk

Position Title:	City Clerk	FLSA (Ex/Non-Ex):	Exempt
Department/Division:	City Clerk's Office	Reports To:	See Supervision
Salary Range:	See Salary Grade Scale	Union/Grade:	Non-Union/CAF-19
HR Contract:	Human Resources Office/204	HR Telephone:	781-475-5640

POSITION OVERVIEW:

The City Clerk is the official keeper of records for the city including but not limited to, Vital Statistics (birth, marriage, and death certificates), City Council records, Ordinances and other official documents.

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.*

- Serves as Clerk to the City Council and to all Council Committees.
- Creates and maintains City Council agendas and records; attends all City Council and committee meetings and creates public records of events; functions as liaison between various municipal departments and City Council.
- Serves as the City's frontline customer service department for residents and visitors seeking vital records, information, or comparable documentation.
- Registrar of Vital Statistics for the City; oversees and participates in the creation, maintenance, recording, and issuance of certified copies of birth, death and marriage certificates, submits reports to the state and other authorities as required.
- Responsible for the receipt, recording and maintenance of all official public records including road layouts, general and zoning bylaws, personnel bylaws, ordinance bylaw, business certificates, professional registrations, conflict of interest disclosures, historical records, meeting minutes of municipal boards and committees, etc.
- Responsible for updating City Administration and City Website, recording all updated ordinances, charter review and muni codes.
- Works with the Director of Human Resources on all personnel issues as they relate to the Clerk's Office including, but not limited to, coaching, training, supervisory, personnel discipline, etc.
- Responsible for the development and implementation/organization of management practices regarding the management of filing or storage of official municipal documents.
- Assists in managing FOIA requests as needed.
- Serves as the "Keeper of the Seal"; seals and attests by signature, to local ordinances, resolutions, contracts, easements, bonds, and other documents requiring City certification.
- Administers the oath of office for all municipal officials, keeping records of oaths, bonds, resignations, etc.
- Conducts genealogy research, notarizes documents, records and certifies cemetery deeds, records pole hearings and pole locations in record book, certifies paperwork for pole hearings.
- Performs marriages in accordance with laws and policy.
- Performs other related job duties as required by law, City Council, Mayor or designee.

MINIMUM QUALIFICATIONS: *Any equivalent combination of the below-listed education, training, certification, and experience is qualifying.*

- Bachelor's degree in public administration, political science, or related field with 3 years of related business administration, customer service, or bookkeeping experience, and 5 years of related experience in a supervisory capacity.



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Beneficial:

- Experience managing a high-volume office.
- Municipal government experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of local, state, and federal statutes and regulations applicable to the duties and responsibilities relating to a City Clerk's office; administration, secretarial practices, financial record keeping, and automated office systems; office software including word processing, spreadsheet applications, website, and the Internet in support of department operations in support of department operations; municipal government operations and public meeting protocols in accordance with the method chosen by the City.
- Strong communication, problem-solving, and customer-service skills. Effective leadership and supervisory skills; proficient skill in operating personal computers and related software; proficient record keeping skills.
- Ability to multi-task and manage conflict; communicate effectively both orally and in writing; maintain good public relations and to maintain effective collaborative working relationships with municipal departments, fellow employees, federal, state, and local officials, and the general public, and to respond in a courteous and professional manner; meet deadlines; work independently; conduct research and respond to a variety of inquiries; establish and maintain detailed record keeping systems; deal effectively with frequent interruptions and time deadlines; establish and maintain detailed and accurate record keeping systems.

PHYSICAL & ENVIRONMENTAL WORKING CONDITIONS: *The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.*

- Performs administrative work in an office environment. Sits or stands, with intermittent periods of stooping and walking. May be required to move objects such as files, boxes of paper, office supplies, and office equipment weighing up to 30 lbs. Applies motor skills to move objects, file, and sort documents, and use office equipment such as telephones and computers. Routinely reads documents for general understanding and analytical purposes, including handwriting, forms, and reviews detailed information displayed on a computer screen.

CONFIDENTIALITY:

5.2. The employee has regular access to confidential records and information at the department level, requiring discretion in interactions, attention to detail in handling information and records, and responsibility for following security protocols.

JUDGMENT AND COMPLEXITY:

3.1. The work involves serving as a recognized authority in interpreting and applying guidelines such as executive, administrative, or organizational policies, general principles, regulations, legislation, and directives that pertain to specific functional areas. The employee develops policies and methods to implement such guidelines and requirements.



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NATURE AND PURPOSE OF CONTACTS:

4.1. Contacts are with co-workers, the public, representatives of organizations, boards, and committees, and groups, and involve interactions with those who have conflicting opinions or objectives, diverse points of view, or differences where achieving compromise is required to secure support, concurrence, or compliance.

SUPERVISION RECEIVED: Works under the general direction of the City Council, or designee.

1.2. DEPARTMENTAL: The employee works from policies, goals, and objectives, establishes short-range plans and objectives, and departmental performance standards, and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy is required or requested; exercises control in the development of departmental policies, goals, objectives, and budgets; and is expected to resolve matters for divisions/departments under their control.

SUPERVISION EXERCISED:

2.2. DEPARTMENTAL/DIVISIONAL: The employee is accountable for the direction objectives and programs accomplished through others; analyzes program objectives, determines the various departmental work operations needed to achieve them, estimates the financial and staff resources required, allocates available funds and staff, reports periodically on the achievement and status of objectives, and recommends new goals; formulates or recommends program goals and develops plans for achieving short and long-range objectives; and determines organizational structure, operating guidelines, and work operations.

SCHEDULE: Full-time (35 hours/week), nights and weekends may be required.

Department Head:		Date:	
Approved By – Director of HR:	Director of HR	Date:	
Last Updated By:	Human Resources Office	Date:	
Union Approval/If Applicable:		Date:	
Employee:		Date:	