

## **Oxford Town Clerk Duties and Responsibilities October 2021**

### **GENERAL STATEMENT OF DUTIES:**

The Town Clerk of Oxford is responsible for clerical, technical, and administrative work involved in the operation of Oxford township.

The position is approximately 10-20 hours per month.

### **EXECUTIVE JOB SUMMARY:**

Performs as clerk for Town Meetings

Administers all phases of elections including:

- Posting notice for elections, staffing polling place, voter registration, delivering ballots to town hall, setting up town hall for elections, opening/closing the polls, and reconciling ballots

Maintains all Official records and proceedings of the Board

Maintains financial records for Town

Files reports with County and State agencies

Performs related work as defined by Minnesota Association of Townships

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Attend at least 9/12 meetings annually with evening meeting attendance required

Attend and record (in writing) minutes of monthly Board meetings

Prepares, posts/publishes Town Board monthly agendas

Prepares meeting information for Town Board members for monthly meetings

Posts public meetings and makes sure the appropriate time schedule is followed

Organizes Town Board business, records official records and adopted policies

Posts resolutions adopted at town meetings

Publishes and records legal notices, including proposed and adopted ordinances

Administers the oath of office to local elected and appointed officials

Attests actions of the Chairperson, Town Board and records/reviews legal documents for accuracy

Researches topics of interest for Board members, at their request

Composes letters and other documents for Board members at their request

Oversees all elections and ensures compliance with elections standards under the Voting Rights Act.

- o Issue copies of election results.

### **QUALIFICATIONS: KNOWLEDGE, SKILL, AND ABILITIES:**

Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of Town Clerks.

Knowledge of records management and office procedures and practices

Ability to use basic software programs such as Microsoft Word, Excel, PowerPoint, and Outlook

Ability to communicate effectively in oral and written form

Ability to multi-task

Ability to handle confidential information appropriately

Ability to relate positively and with courtesy when working with the public

Ability to act discretely while processing sensitive information.

Ability to rapidly acquire and assimilate knowledge of the provisions of Town ordinances and State regulations relating to operation of Town government and ability to communicate this information to other Town officials and the public.

Ability to use job specific computer and conference room solutions in the Town Hall

Ability to establish and maintain organized files and record systems

Ability to compose clear and correct documents

Ability to process large quantities of email and paperwork accurately and efficiently and work with minimal supervision

**EXPERIENCE AND TRAINING:**

Town Clerk must be well versed in technology practices seen in progressive Town Clerk's offices and willing to further their knowledge and adapt to new technologies

Town Clerk must be certified by the county of Isanti to be head election judge

Town clerk must attend annual MAT training as needed

It is recommended that the Town Clerk be a Notary Public in the State of Minnesota