

**The Board of Selectmen are looking to appoint
a**

Town Clerk

**Cover letters with a resume may be submitted
to**

townhall@bcn.net

**This position will be open until filled by the
Selectmen.**

**Attached is a document outlining the Town
Clerk's responsibilities.**

Although the daily responsibilities of a clerk may vary from town to town, state to state, and even country to country, in Massachusetts there are several jobs that must, by Massachusetts General Law, be accomplished by this office.

In addition to being the chief election officer who is responsible for all documents, events and happenings relating to any and all federal, state and town elections and town meetings, the clerk has many other day to day legislated duties.

According to Massachusetts General Law Chapter (MGL) Ch. 46, clerks are responsible for registering, safeguarding and making available all vital statistics for all its residents.

In Massachusetts, births and deaths are now centrally recorded and must be retrieved and registered locally by the clerks through the State's online registry on a daily basis. Marriages are not yet computerized so the clerks need to send original documents to the state on a monthly basis. Each municipality retains these records for the convenience of its residents as well as to maintain the historical annals.

Maintaining this information includes adding to the indexes each year, whether that is by hand or data entry as well as providing the best archival storage for these and other town documents as stated in MGL Ch. 66. This law also stipulates numerous other town documents to be maintained by the clerk, including bylaws, cemetery deeds, utility pole locations, etc.

Business certificates must be issued as per MGL Ch. 110. All dogs must be vaccinated for rabies and licensed each year according to MGL Ch. 145b. There is also an MGL Ch. 51 that states what census information must be collected and made into a street listing annually.

Clerks are held responsible for posting all town board and committee meetings and notices in compliance with the open meeting law, MGL Ch. 30a. Keeping records on all elected and appointed officials as far as their compliance with the open meeting law and the state ethics law is also the responsibility of the clerk.

All officials, elected and appointed must be sworn into office at the start of their term by the clerk. The clerk also adds a section to the annual town report as described in MGL Ch. 25.

Throughout the year, as official keeper of the town seal, the clerk is called on to certify planning and zoning decisions, flammable licenses, the appointments of the fire marshal, building inspector, fire and police chief, paperwork related to the tax rate, and notes for the borrowing of money.