



<b>POSITION:</b>	Deputy Town Clerk	<b>DATE:</b>	January, 2024
<b>DEPARTMENT:</b>	Town Clerk	<b>FLSA STATUS:</b>	Non-Exempt
<b>SUPERVISORS:</b>	Town Clerk	<b>UNION:</b>	None
<b>JOB TITLES SUPERVISED:</b>	None	<b>PAY GRADE:</b>	E

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

The Lisbon Deputy Clerk position supports the Town Clerk with preparation and running of municipal and State Elections, business licensing, archiving and the general operations of the Clerk’s Office. The Deputy Town Clerk’s duties include telephone reception, issuance of dog licenses, process business licenses (including liquor, entertainment, victualer, marijuana, et al.), vital records requests (including Birth, Death and Marriage records), process Marriage licenses, certifying copies of records, voter registration, assist with elections, and other tasks as assigned. The Deputy Clerk is responsible for maintaining the smooth operation of the Clerk’s office in the absence of the Town Clerk.

**DAILY RESPONSIBILITIES:**

The Deputy Clerk’s daily responsibilities include ordering supplies, typing general correspondence, processing official legal documents, preparing and posting legal notices and legal ads, updating indices, notarizing documents, purging voter files, performing civil wedding ceremonies, and other assignments as directed by the Town Clerk.

**REQUIRED PROFICIENCIES:**

The Deputy Clerk should have a solid knowledge of computer software and be proficient in data entry, and manual and electronic filing skills. Must possess excellent internal and external communication and customer service skills.

**ADDITIONAL DUTIES:**

The Deputy Clerk will assist with the preparation and posting of Council Agenda and packets using appropriate software; take and transcribe minutes of the Town Council, Appeals Board, Assessment Review Board, and other board and committee meeting minutes as requested by the Town Clerk when needed; publish approved Council meeting minutes on the town website; properly archive Town Council Meeting Minutes for research and historical purposes; assist with updates in the Central Voter Registration system; process voter registration applications; conduct periodic voter list purges; process absentee ballot applications; prepare and maintain election materials for supply boxes; print voter lists; certify names on local and State petitions and nomination papers; order Elections and office supplies as directed by the Town Clerk; and other duties as assigned by the Town Clerk.

**SKILLS, TRAINING AND EXPERIENCE REQUIRED:**

The successful candidate should have at least two years of post-high school education or training in municipal government, experience with handling and reconciling a cash drawer, and strong customer service experience and communication skills.



*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Town of Lisbon has a similar right.*

Submitted by:

\_\_\_\_\_  
Employee Printed Name/Title

\_\_\_\_\_  
Employee Signature Date

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Supervisor Printed Name/Title

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Supervisor Signature Date