

TOWN CLERK DUTIES

Maintain clerk's office during regular business hours (35 hours per week)- provides access to public records and customer service

Manage Elections

Maintain Voter Checklist

Provide Certificates of Election

Chair of BCA (Tax Assessment Appeals and Elections)

Chair of Board of Tax Abatement

Tax Billing

Tax Collection

Monthly reconciliation of General Fund

Approve Liquor Licenses

Prepare Marriage Licenses upon application

Record Vital Records

Prepare copies of Vital Records upon application

Dog Licensing

Recording of Land Records/Maps and storage thereof

Process Property Transfer Returns

Ensure computer programs relevant to office are kept up to date

Ensure the parcel map program is kept up to date together with Listers

Land Posting

Green Mountain Passports

Prepare Town Report, print and send out by statutory deadline

Prepare for Town Meeting Day in advance and day of

Take Town Meeting Minutes and prepare for signature within 7 days

Fish and Game Licensing (not required)

Motor Vehicle Registration (not required)

Professional Development- Franklin County Clerks' Association, Vermont Municipal Clerks' and Treasurer's Association