Position Title: Panton Town Clerk-Treasurer

Job Summary:

The Town Clerk-Treasurer performs specialized and highly responsible financial and clerical functions, along with supervisory functions necessary in directing the activities of the Assistant Clerk. The duties of the position are performed, in large, according to a body of Vermont State Statutes outlining and regulating the functions of the Town Treasurer and Town Clerk as they relate to specific functions in the municipality.

The Town Clerk-Treasurer plays a central role in the operation of local government, with duties that bring that person into regular contact with the public. The Town Clerk-Treasurer has the primary responsibility for the financial accounting, reporting and tax collection for the town and for maintaining town records.

Reports to:

The Town Clerk-Treasurer is appointed by, and reports directly to, the Selectboard (per Panton Town Charter, effective 7/1/2014) in all functions with the exception of those in which a specific statement of local or state law exists which assigns the supervision of the functions of Clerk-Treasurer to a specific board, commission or individual. Work is most often performed independent of direction or supervision. The Clerk-Treasurer receives a salary set by the Selectboard in the municipal budget, which is then approved by the voters at the annual town meeting. This position is subject to annual and periodic reviews by the Selectboard.

Supervises:

The Town Clerk-Treasurer supervises the Assistant Clerk and Zoning Administrator. The Town Clerk-Treasurer may appoint and supervise other personnel when appropriate.

Essential Job Functions (Illustrative, not all inclusive)

- Manages all aspects of the collection of taxes for the Town of Panton.
- Prepares and administers the municipal budget in conjunction with and direction from the Selectboard.
- Processes accountant payable.
- Administers the payroll functions

- Prepares monthly financial reports, documents and any other requested reports for the Selectboard and prepares a monthly highway budget report for the Road Foreman.
- Manages all other financial functions such as grant administration and audit preparation.
- Assists the Selectboard by providing information and clerical support as needed.
- Manages all of the town's public records, including all municipal records and vital statistics, records all public documents, including maps, plats, mortgages, liens and records of land transactions. This includes proper recording, posting, maintenance, retention and security. Ensures that files and records are available for public inspection upon proper request at all reasonable hours.
- Is a voting member of the Board of Abatement and the Board of Civil Authority; certifies the grand list.

- Issues dog licenses, marriage licenses, fish and game licenses and any other municipal licenses that might be required. May also be authorized by the commissioner of the Department of Motor Vehicles to renew motor vehicle, snowmobile, or motorboat registrations.
- Serves as the official bearer of the Town Seal, attests to resolutions, filings, ordinances, minutes, and notarizes documents in the capacity of an ex officio notary public. Administers oaths in all cases in which an oath is required.
- Arranges, warns, administers, properly tabulates and records all Town meetings and municipal elections.
- Serves as the registrar of voters and compiles, maintains and posts the Voter Check List.
- Issues, posts and records a variety of licenses and permits.
- Supervises and participates in the property recording of all real estate transactions
- Prepares the annual town report and oversees the town meeting day schedule and preparations.
- Attends Selectboard meetings, annual town meeting and other municipal meetings, taking minutes per statutory requirements.
- Provides the public with answers to questions, information and interpretations regarding local state laws under his/her jurisdiction.
- Prepares forms, lists and correspondence critical to town functions

- Performs all statutory duties of Town Clerk as articulated by Vermont Law, set forth in State Statutes, the Vermont Charter, and the Panton Town Charter.
- Maintains the town office and its equipment.
- Acts as the Designated Employer Representative (DER) for the town of Panton. As DER, duties include: making sure the list of employees with CDL licenses is registered with the third party administrator of the drug and alcohol testing program both for pre-employment and random testing, being trained in "reasonable suspicion training," by VLCT PACIF, and being the point of contact for employees who have questions related to Panton's CDL drug and alcohol policy.
- Maintains record of up-to-date CDL licenses and, if applicable, medical record cards, for all CDL drivers in their personnel files. Submits annual DMV Motor Vehicle Record Check form for all CDL drivers.
- Performs any other duties as assigned

Knowledge, Skills and Abilities

A bachelor's degree in a related field or what is judged the equivalent in education and experience.

A minimum of three (3) years of related experience in accounting, finance, administration/management or a closely related discipline.

Experience running business office operations

Proficient in Excel, Word, Outlook, QuickBooks and NEMRC.

Knowledge and experience with accounting software applications required; familiarity with other office productivity software desirable.

Must be bondable

Working knowledge of office practice procedures and proficient operation of office machinery including computers and photocopy equipment.

Superior customer service skills and ability to work effectively with the public, appointed and elected officials.

Demonstrated knowledge of state laws governing town operations.

Understanding of municipal budgets and budget forecasting is desirable

Independent judgment and analytical ability sufficient to meet the demands of the position.

Ability to read and interpret laws, rules and regulations.

Proven attention to detail and accuracy in work habits.

In addition to maintaining regular posted business hours in the office, the Clerk-Treasurer is expected to attend Selectboard meetings and the Annual Town Meeting.

Excellent verbal and written communication skills are essential.

Ability to anticipate work assignments and independently initiate and perform detailed work is essential.

Revised July 5, 2017; updated 8/2020; reviewed 10/2024