

Town of Greensboro

Job Description – Town Clerk

Position Title: Town Clerk

Reports To: Greensboro Selectboard

FLSA Status: Exempt

Hours: Full time, salaried

Employment Type: Elected Position (Three-Year Term)

Work Location: Greensboro Town Offices

Last Revised: January 2026

Position Summary

The Town Clerk is an elected official responsible for maintaining and safeguarding the official public records of the Town of Greensboro in accordance with Vermont law. The Clerk ensures accurate recording, indexing, and preservation of municipal, land, and vital records; administers all local, state, and federal elections within the Town; and provides courteous, efficient service to the public. The Town Clerk works closely with the Treasurer, Selectboard, and other municipal officers to support transparent and accountable local government.

Essential Duties and Responsibilities

1. Records Management

- Maintain and preserve all municipal records, including land records, minutes, ordinances, permits, and correspondence, as required by 24 V.S.A. Chapter 35.
- Record and index property transactions, liens, surveys, and other land-related documents.
- Maintain and issue certified copies of vital records (birth, death, and marriage) in compliance with 18 V.S.A. Chapter 500.
- Ensure all records are properly secured, backed up, and accessible to the public in accordance with Vermont's Public Records Law.
- Process cemetery deeds, burial transits, land postings, and Green Mountain Passports.

2. Elections Administration

- Serve as the Chief Election Officer for all local, state, and federal elections conducted in Greensboro.
- Oversee voter registration, ballot preparation, absentee voting, polling operations, and vote tabulation in accordance with Title 17, Vermont Statutes Annotated.
- Coordinate with the Vermont Secretary of State's Office and the Board of Civil Authority.
- Recruit, train, and supervise election workers; ensure accuracy and integrity of election

records.

3. Licensing and Permitting

- Issue marriage licenses, dog licenses, and other municipal licenses as required by state statute.
- Maintain accurate accounting and reporting of all related fees and revenues.

4. Financial and Administrative Duties

- Collect and record payments received in the Clerk's Office; maintain clear and accurate cash handling and deposit procedures.
- Work closely with the Treasurer and Selectboard on financial reporting, audits, and office operations.
- Supervise Assistant Town Clerk or other office staff as authorized.

5. Public Service and Communication

- Serve as a Notary Public.
- Provide professional, responsive service to Greensboro residents, attorneys, title researchers, and the general public.
- Listen and provide solutions to needs of the public.
- Serve as front-counter and contact for the Clerk's office.
- Respond promptly to public inquiries and requests for information in compliance with the Vermont Public Records Act.
- Maintain confidentiality and impartiality in all matters.

6. Additional Duties

- Administer oaths of office and record all appointments and resignations of town officials.
- Post and publish official warnings, notices, and ordinances.
- Attend Selectboard meetings and Town Meeting as requested.
- Perform other duties as assigned by statute or directed by the Selectboard.
- This job description is not intended to be exhaustive. All members of the Town Office staff are expected to work collaboratively and cooperate on large projects, such as mailings and election administration.

Knowledge, Skills, and Abilities

- Knowledge of Vermont municipal records and elections procedures.
- Strong organizational and customer service skills.
- Proficiency with office technology.
- Ability to maintain confidentiality and accuracy.

Minimum Qualifications

- High school diploma or equivalent.
- Clerical or customer service experience preferred.
- Must be bondable.