



BATH
MAINE *City of Ships*

Employee Job Description

Job Title	Deputy City Clerk
Department	City Clerk's Office
Grade Level	06
FLSA Status	Non-Exempt
Union Status	Non-Union
Employment Status	Full Time Permanent
Last Updated	July 15, 2026

GENERAL PURPOSE:

Performs a wide variety of responsible administrative, technical, and customer service functions supporting the City Clerk's Office. Assists in administering municipal elections, licensing, vital records, records management, public meetings, and statutory responsibilities while ensuring compliance with federal, state, and local laws. Serves as Acting City Clerk in the Clerk's absence.

SUPERVISION RECEIVED:

Works under the general supervision of the City Clerk.

SUPERVISION EXERCISED:

Trains and supports temporary employees, election workers, interns, and other staff when assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the daily administration of the City Clerk's Office and serve as Acting City Clerk when designated. Ensure all actions and practices are done ethically and in compliance with applicable laws and regulations.
- Provide professional customer service and respond to inquiries regarding elections, licensing, records, ordinances, policies, and municipal services. Direct to other resources when appropriate.
- Process and issue licenses, permits, certifications, and vital records. Report information to State and use State reporting systems
- Assist in the administration of municipal, state, and federal elections, including voter registration, absentee voting, election preparation, worker support, and reporting.
- Maintain, safeguard, and retrieve official City records, including official City Council proceedings and actions, while ensuring compliance with records retention, public access, and confidentiality requirements.
- Utilize and support records management systems, including digitization initiatives and State of Maine reporting and recordkeeping systems.
- Perform notarial duties, administer oaths, certify documents, and affix the municipal seal as authorized.
- Process, reconcile, and maintain accurate records of financial transactions and Clerk's Office revenues.
- Prepare and maintain agendas, notices, minutes, correspondence, reports, and other official municipal documents. Order and maintain office supplies, forms, licenses, and publications.

- Provide guidance to temporary staff and election workers, support departmental projects, attend assigned meetings, participate in professional development, and perform related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent required.
- Associate degree or higher in public administration, business administration, political science, or a related field preferred.
- Three (3) years of progressively responsible administrative or office experience.
- An equivalent combination of education and experience

Knowledge, Skills and Abilities:

- Knowledge of municipal government operations, public administration practices, and customer service principles.
- Working knowledge of election administration, voter registration, licensing requirements, and applicable state statutes and regulations; ability to complete and maintain required State election training.
- Knowledge of records management, retention requirements, public records laws, confidentiality standards, and the ability to interpret and apply statutes, ordinances, policies, and procedures.
- Proficiency with Microsoft Office applications, modern office technology, and specialized municipal software systems.
- Ability to maintain accurate records, perform detailed data entry, and process financial transactions with a high degree of accuracy.
- Strong verbal and written communication skills, including the ability to clearly explain information and prepare reports, correspondence, meeting minutes, and official documents.
- Ability to exercise sound judgment, maintain confidentiality, and handle sensitive information with professionalism and discretion.
- Strong organizational, analytical, and time-management skills with the ability to prioritize work, manage competing deadlines, and maintain attention to detail.
- Ability to work independently and collaboratively while establishing productive working relationships with employees, elected officials, agencies, and the public.
- Ability to adapt to changing priorities, technology, legal requirements, and operational demands while delivering high-quality customer service.
- Must meet municipal bonding requirements.
- Must maintain a Notary Public commission or obtain within 3 months of hire.
- Must attend evening meetings or work extended hours during election periods and when required

PHYSICAL REQUIREMENTS/ WORKING CONDITIONS

Work is performed primarily in an office environment and requires extended periods of sitting, standing, and computer use. Duties involve regular walking, reaching, bending, and operating standard office equipment. The employee frequently communicates with the public and staff in person, by telephone, and electronically, while managing multiple priorities and interruptions. Occasional lifting, carrying, or moving of records, election materials, and office supplies weighing up to 25 pounds may be required. The position may involve stressful situations requiring tact, diplomacy, and sound judgment. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position. This job description does not constitute an employment agreement and is subject to change. The City of Bath is an Equal Opportunity Employer.