



BATH
MAINE *City of Ships*

Employee Job Description

Job Title	Assistant City Clerk
Department	City Clerk's Office
Grade Level	04
FLSA Status	Non-Exempt
Union Status	Non-Union
Employment Status	Full Time Permanent
Last Updated	August 26, 2026

GENERAL PURPOSE:

The Assistant City Clerk is responsible for all duties as directed by the City Clerk. The Assistant City Clerk supports the everyday functions of the City Clerk's office including issuing municipal and state licenses and permits, recording municipal documents, and maintaining records. The Assistant City Clerk is also responsible for scheduling, intake, interview, determining eligibility, record keeping, providing various types of assistance and report filing for clients seeking general assistance. The position regularly consults with the Department of Health and Human Services and the City Clerk regarding case management.

SUPERVISION RECEIVED:

Works under the general supervision of the City Clerk.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Issues various licenses such as business, hunting, fishing, marriage, and dog licenses and maintains related records.
- Issues certified copies of vital records. Responsible for reconciling daily cash received from all sales.
- Performs certification and recording for the City as required on legal documents and other records requiring such certification.
- Indexes, records, files, and retrieves City records and public documents.
- Assists City Clerk and Deputy City Clerk in registering voters, processing absentee ballot requests, provides absentee ballots to eligible voters.
- Performs clerical duties such as composing and editing letters, reports, and other material.
- Keeps the office stocked with up-to-date forms, manuals, and other pertinent information.
- Assists with the General Assistance program. Consults with State DHHS.
- Schedules appointments, interviews clients, interacts with clients and assists the applicant with filling out the application form in accordance with the general assistance guidelines. Verifies eligibility and informs applicants of responsibilities and eligibility requirements.
- Maintains case files. Processes purchase orders. Files monthly reports.
- Performs other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:**Education and Experience:**

- Graduation from a high school or GED; associate degree in business, social work, public administration, or a closely related field are desirable, and
- Two years of related experience; or
- Any 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.
- Ability to work extended hours during elections
- Must meet municipal bonding requirements.
- Must have a valid State Driver's License.
- Must maintain a Notary Public commission or obtain within three months of hiring.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

This job primarily works at a computer in an office. While performing the duties of this job, the employee is frequently required to sit, stand, talk, hear and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds, for a distance of six feet. Specific vision abilities required by this job include close vision and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not constitute an employment agreement and is subject to change. The City of Bath is an Equal Opportunity Employer