



**Annual work plan – Regular work**

Department: Clerk's Office

Budgeted staff: Nanette Rogers, Jenn Booker, Jackie Street

Primary function(s): Issuing dog licenses, certified copies, and marriage licenses, collecting property taxes and water/sewer payments, maintaining voter records, recording and preserving documents, providing notary services, and assisting with general inquiries, redirecting as needed.

Task	Deadline	Progress status	Frequency	Timeframe	Other departments involved	Notes and Updates
Receive and record land records			Daily		Assessor's Office, Finance	
Issue dog licenses				Primary focus Jan 1 - April 1		Licenses issued throughout the year
File dog license fees with state	May 15, Sept. 15, Jan. 15		3 times/year	Fiscal year	Finance	
Issue marriage licenses			As requested			
File marriage license fees with state	April 15, July 15, Oct. 15, Jan. 15		Quarterly	Fiscal year	Finance	
Issue certified copies			As requested			
Process remote deposit			Daily		Finance	
Process liquor licenses				Primary focus Jan 1 - April 30	Selectboard, Police Dept., Community Development	Catering, special event permits throughout the year
Process property tax payments			Daily		Finance	Due dates: Sept 15 and March 15
Process water/sewer payments			Daily		Finance	Due dates: August, December and April
Process voter registrations			Daily			
Fulfill absentee ballot requests	As soon as ballots are available			Up to 45 days before State/Federal election Up to 20 days local election		
Process returned absentee ballots	As received		Daily during elections			
Enter voter participation in Vermont Elections Management System	Within 60 days of election					
Test voting machines	No more than 10 days before an election					
Post warnings for elections	30-40 days before election					
Post sample ballot for elections	At least 20 days before election					
Submit election results in Vermont Elections Management System						Unofficial results night of election Official results w/in 48 hours of election
Issue Certificate of Election for candidates						
Review and accept petitions for office	Within 24 hours from receipt of petition					
Dispose of voted ballots from prior elections per retention schedule			Yearly	After 90 days local election After 22 months State Federal election		

Warn Board of Civil Authority/Board of Abatement Meetings	At least 5 days prior to meeting		As needed		Board of Civil Authority	
Sell cemetery lots			As requested		Cemetery Commission	
Assist Cemetery Commission with warning meetings, reserving meeting space	Warn at least 5 days prior to meeting		As needed		Cemetery Commission	