ASSISTANT TOWN CLERK

DEFINITION

The Assistant Town Clerk provides administrative and clerical support to the Town Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are intended only as examples of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Assists Town residents, employees and visitors; responds to inquiries and redirects inquiries when necessary.

Communicates professionally and effectively with individuals and agencies.

Creates and maintains confidential Town records.

Issues dog licenses, marriage licenses, birth and death certificates and business licenses.

Maintains records for Town employees, volunteers and committees.

Corresponds with individuals and agencies regarding Town issues.

Prepares bulk mailings.

Manages residency, voting and election data.

Updates Town Clerk portion of Town website, including postings for meetings and upcoming events.

Creates billing vouchers.

Maintains current and accurate electronic and hard copies of relevant forms and documents.

Assists with genealogical information.

Operates a variety of office equipment, including computer, facsimile machine, telephone, copier, calculator and other standard office equipment.

Performs similar or related work as required, or as situations dictate.

SUPERVISION

Works under the direction of the Town Clerk and according to applicable provisions of the Massachusetts General Laws.

SUPERVISORY RESPONSIBILITIES

None.

WORK ENVIRONMENT

Work is performed under typical office conditions; the noise level is moderate.

Performs duties while frequently being interrupted throughout the day.

EDUCATION AND EXPERIENCE

High school graduate; one (1) to three (3) years experience in an advanced clerical position; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL

Basic knowledge of the principles and practices of office management; knowledge of departmental rules and regulations. Knowledge of Town procedures, records, bylaws and Massachusetts General Laws.

Ability to establish and maintain positive working relationships with the public, coworkers, organizations, departments and officials. Ability to communicate effectively.

Ability to multi-task.

Ability to operate standard office equipment.

Excellent planning, organizational and judgement skills; Excellent written and verbal communication skills; Proficient computer skills; Excellent interpersonal and problem-solving skills; Skilled in the use of Microsoft Office.

Ability to maintain confidentiality.

Ability to work independently and accurately.

Must be bondable.

PHYSICAL REQUIREMENTS

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.

Light physical effort is required to perform clerical duties under typical office conditions. Regularly required to stand, walk, sit, speak and hear, stoop, kneel, crouch or crawl; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move

objects weighing up to 50 pounds, normally less. Must be able to communicate effectively in both verbal and written modes. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.