

Assistant Town Clerk

Position Purpose:

The purpose of this position is to perform responsible administrative and clerical work of substantial difficulty and responsibility in supporting the operations of the office of the Town Clerk; performs all other related work as required. This is a union position.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough working knowledge of departmental operations and the exercise of judgment and initiative to perform duties, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Work is performed under the general direction of the Town Clerk.

Supervision Given: Only in the absence of the Town Clerk.

Job Environment:

Work is performed under typical office conditions; the environment at most times is moderately busy.

Operates computers, printers, facsimile machine, copiers, calculator, typewriter, and other standard office equipment.

Makes frequent contact with the general public, other town departments, and occasionally with vendors and attorneys; contacts with the public require a high level of courtesy and patience. Contacts are in person and by telephone and involve an information exchange dialogue.

Has access to a wide range of department-related information such as vital records, census, dog licensing, voter registrations, underground storage registrations and marriage applications/licenses, business certificates and town bylaw violations, personal information about citizens and investigative reports, requiring appropriate judgment, discretion, the ability to multi task, and make professional protocols.

Assists couples with their applications for intension of marriage. Processes information and creates marriage licenses.

Errors could result in delay, reduced levels of service, poor public relations, and have financial and/or legal repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not

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exclude them from the position if the work is similar, related or a logical assignment to the position.)

Assists the public by providing information regarding department operations, procedures, forms, permits, licenses, applications, or other department information. Collects fees when necessary. Receives, date/time stamps, scans and posts agendas and hearings, along with other informational notices for the public.

Performs general secretarial duties for the Town Clerk including typing, proof reading, forwarding calls/taking messages, and prepares voter lists for all elections and town meetings for the election workers. Assists the Town Clerk with the preparation of elections, which includes testing the voter machines. Receives mail relating to the Town Clerk's office and has knowledge in operating the postage machine.

Performs accounts payable duties. Collects invoices. Enters data into the Munis system. Sorts and copies all invoices and submits the reports to the accounting office.

Assists with some preparation of the annual town report by gathering vital record information (births, marriages and deaths) for the preceding year.

Occasionally works on special projects, including requests from the Secretary of the State, the public, and other departments within the town.

Enters and maintains voter registrations in the VRIS system, along with census information. Updates voter activity in the system. Keeps track of various information such as Veterans and Public Safety employees.

Tracks vital record requests, business certificates, street listings, raffle and underground permits, bylaw violations, bylaw books, trailer park fees and municipal lien certificate fees and makes entries in databases. Turns the money over to the Treasurer.

Keeps record of all licensed dogs and turns record over along with the fees to the Treasurer.

Updates record of all licensed dogs on a regular basis. Prints report for the Animal Control Officer.

Assists the Town Clerk on election days during normal business hours.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associates Degree in business, including or supplemented by courses in secretarial skills, accounting or related field; three years progressively responsible experience in secretarial, bookkeeping or administrative work; or any equivalent combination of education and experience. Experience with Microsoft Office products, Munis, and the Voter Registration Information System..

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office practices and procedures. Working knowledge of bookkeeping and financial record keeping.

Ability: Ability to maintain detailed records and to prepare reports from same. Ability to work effectively under time constraints to meet deadlines. Ability to multi task. Ability to operate various types of office equipment including a computer and typewriter. Ability to utilize a wide variety of computer software applications including word processing, spreadsheets, and databases. Ability to maintain highly confidential information.

Skills: Excellent customer service skills. Skill in maintaining the confidentiality of various vital records. Expertise and skill in utilizing personal computers, popular word processing, database, presentation, and spreadsheet applications.

Candidate must be or have the ability to become a Massachusetts Notary Public within 90 days of appointment.

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.) Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods at a keyboard or workstation. Some tasks require the ability to communicate information to the public.

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