

## **SELECTMEN'S OFFICE CLERK II/RECORDING SECRETARY**

### **Position Purpose:**

Clerical work involving typing, filing, record-keeping activities and administrative support work in assisting a department to discharge the duties of the office, requiring substantive knowledge of departmental operations; all other related work as required.

### **Supervision Received:**

Work primarily under general supervision of higher level employee or department head with special assignments requiring direct supervision.

### **Work Environment:**

Work is performed in a typical municipal office environment. Majority of work is performed in a moderately noisy work environment, with frequent interruptions.

Perform varied and responsible duties requiring judgment and initiative on occasion in responding to inquiries and determining courses of action not clearly prescribed by precedent or established guidelines.

Operates all department computers and technologies, calculator, telephones, copier/scanner, and all other standard office equipment.

Access to confidential information may include matters related to collective bargaining, criminal investigations, employee personnel records, and litigation.

Errors could result in delay or loss of service and possible legal ramifications. Errors could result in serious town-wide repercussions and cause adverse public relations.

Make frequent contact with town officials, town employees, and the general public.

Negligible physical effort required in the performance of duties under typical office conditions.

### **Essential Functions of the Job:**

*(The essential functions or duties listed below and on attachments are intended only as illustrations 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.)*

Provide customer service by responding to telephone and in-person inquiries relative to the town's operations and procedures, screening visitors, incoming mail, phone calls, and emails from the public and other Town departments and responds in an appropriate and timely manner, referring to supervisor as required.

Clerical work in assisting town boards and committees in discharging their duties particularly with reference to the preparation of agendas and the recording of minutes; all other related work as required.

Coordinate Annual Town Cleanup.

Attend meetings and take minutes; transcribe minutes on word processing equipment; prepare and type routine correspondence, reports and memoranda for supervisor's signature.

Help maintain department's records and files; prepare data & reports relative to departmental activities for supervisor's review. File, scan and/or catalog reports, permits, cards, correspondence and other material according to established procedures.

Type on standard or word processing equipment a variety of correspondence, memoranda, bills, reports, records, lists, cards, forms, certificates, minutes and other material from general instruction, rough draft, dictation or recorded transcription.

Update departmental databases, both electronic and paper-based systems.

Assist other town departments and the general public by providing information relative to specific transactions or departmental procedures; refer individuals to proper resource.

Receive and sort incoming mail.

Schedule appointments and meetings for supervisor and/or town board.

Prepare statistical and narrative reports of departmental activities for submission to town departments and governmental agencies.

Participate in special projects and preparation of the annual departmental budget.

Assist in the preparation of meeting agenda, meeting notices, and compilation of supportive material.

Process applications and issue permits and licenses according to the department's function; collect fees and bills users of town services if applicable, and maintain associated records.

Perform other related tasks and special projects as required.

## RECOMMENDED MINIMUM QUALIFICATIONS

### Education and Experience

High school graduation with course work in office procedures and typing and two years of experience in clerical or recordkeeping work; or any equivalent combination of education and experience.

### Knowledge, Ability, Skill

Working knowledge of general office procedures and machines. General knowledge of town government. Ability to deal with the general public and town departments tactfully and in an appropriate manner. Ability to maintain accurate and detailed records. Must be able to type efficiently and operate a personal computer, along with other standard office equipment.

Must have excellent customer service and interpersonal skills; excellent written and oral communication skills. Strong organizational skills.

### 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 of time at a keyboard or workstation. Operates a keyboard and calculator at an efficient speed. Regularly required to operate office objects, tools, or controls, and move paper, files, and other common office objects. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Essential functions require close vision for regularly working with details and numbers. Tasks require the ability to communicate orally.

*(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.)*