

Town of Ashfield, Massachusetts Position Description

Position Title: Assistant Municipal Clerk
Reports To: Town Clerk

Department: Administration
Date: September, 2011

This is a non-benefited, 19 hours per week position.

GENERAL SUMMARY:

The Assistant Municipal Clerk performs a variety of administrative support functions and duties in the Office of the Town Clerk including election activities, the keeping of official municipal records, the issuing of various licenses and official documents, and all other related work as required. The position requires initiative, good judgment, and the ability to work effectively and independently with the public and other Town Hall employees. It requires the ability to sit at a workstation for extended periods, climb stairs, and carry up to 25 lbs. Applicant must be bondable

SUPERVISION

Works under the direction of the Town Clerk.

ESSENTIAL JOB RESPONSIBILITIES:*

- Assists the public in the office or over the telephone; develops, prepares and processes forms and permits; researches files and records as required; collects monies and records action taken.
- Assumes all duties and responsibilities of the Town Clerk in her/his absence according to prescribed standards and procedures and subject to the requirements and penalties applicable to the Town Clerk (MGL Chapter 41, Section 19).
- Acts as media communications liaison.
- Responsible for retrieving all minutes from town boards and committees, e-mails minutes to requesting media outlets, and posts all such minutes to the town website.
- Assists Town Clerk with posting meeting notices to the town website, central calendar, and the public bulletin board along with insuring that public handouts and Town Hall bulletin boards are current and up-to-date.
- Completes billing vouchers.
- Responsible for picking up and sorting Town Hall drop box and United States mail.
- Orders and issues transfer station stickers.
- Obtains select board's Annual Report dedication; compiles the Annual Report, obtains quotes from various printers for Annual Report, and posts the Annual Report to the town website.
- Posts various application forms (dog license, transfer station stickers, etc.) to the town website
- Orders all office supplies for Town Hall.

- Writes thank you notes to volunteers.
- Ensures weekly removal of trash and recycling from town Hall by The Town Highway Department.
- Acts as liaison with town hall vendors including, but not limited to, computer repair, telephone repair, elevator repair, photocopier maintenance and repair, and Town Hall utilities.
- Operates cash register and produces turnovers to Treasurer.
- Ensures that entry walkway to Town Hall is cleared during inclement weather.
- May be required, from time to time, to transcribe minutes of the Select Board.

EDUCATION:

Position requires a minimum of an associate degree or commensurate experience in a related field or a combination of education and experience. Prior experience in municipal government or professional office environment helpful.

KNOWLEDGE AND SKILLS:

Position requires:

- ability to work effectively and in a collaborative manner with Town officials and other Town Hall staff;
- training and experience in general office procedures, policies, and methods;
- knowledge in the use of general office equipment;
- strong verbal and written communication skills;
- knowledge of accounting theory, principles, and practices;
- knowledge of Charters and Zoning Ordinances;
- experience in dealing with the public;
- ability to use good judgment in the completion of a variety of work situations;
- ability to organize, multi-task, and plan work to meet deadlines;
- knowledge of local area networked (LAN) computer system along with thorough, working knowledge of programs including Microsoft Word, Microsoft Excel, Microsoft Outlook, database entry and data back-up utilities;
- ability to maintain confidentiality;
- ability to explain Town practices, policies, procedures, and ordinances to officials, public, and media;
- ability to analyze data and provide recommendations;
- ability to quickly acquire knowledge of municipal government and operations along with knowledge of state and local laws and regulations governing municipalities including financial administration;
- maintaining a professional appearance and providing a positive company image to the public;
- ability to transcribe meeting minutes.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Frequent interruptions to assist town citizens.
- Minimal physical effort is required to perform work under typical office conditions.
- May spend extended periods on computer, on telephone or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Operate standard office equipment and hand tools.
- The work schedule is fairly regular with occasional periods of extreme activity (e.g. elections) and seasonal fluctuations.
- Close vision required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The foregoing is not intended to be an exhaustive list of all responsibilities and duties required.

*** EXTERNAL AND INTERNAL APPLICANTS, AS WELL AS POSITION INCUMBENTS WHO BECOME DISABLED AS DEFINED UNDER THE AMERICANS WITH DISABILITIES ACT, MUST BE ABLE TO PERFORM THE ESSENTIAL JOB RESPONSIBILITIES (AS LISTED) EITHER UNAIDED OR WITH THE ASSISTANCE OF A REASONABLE ACCOMMODATION TO BE DETERMINED BY MANAGEMENT ON A CASE BY CASE BASIS.**

Approval:

Date:
