

**Town of Ashfield, Massachusetts
Job Description**

Position Title:	Highway Clerical Assistant	Grade Level:	N/A
Department	Highway	Date:	January 20, 2026
Reports to:	Highway Superintendent	FLSA Status	Not Exempt

Statement of Duties:

The Highway Clerical Assistant is responsible for the provision of administrative and support services to the Highway Superintendent and the Highway Department. The employee is required to perform all similar or related duties as required by the Highway Superintendent.

Supervision Required:

This position is supervised by the Highway Superintendent. While this position may be expected to function independently, referring specific issues or problems to the Superintendent may be necessary where clarification is required.

Supervisory Responsibility:

This position does not supervise any other employees.

Confidentiality:

The clerical assistant may have regular access to confidential information.

Judgment:

Errors in work could result in delays or loss of services and possible monetary loss, as well as poor publicity and legal ramifications.

Complexity:

The work consists of clerical/secretarial functions and processes such as processing payroll, bill payments, grant paperwork, etc.

Work Environment:

The work environment involves everyday discomforts typical of offices, with exposure to outside elements not anticipated.

Nature and Purpose of Relationship:

Duties involve contact with local and state government officials, community leaders, and other individuals to protect and promote the department's work.

Occupational Risk:

Most risk exposure is that found in typical office settings.

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Essential Functions:

The powers, duties, and essential functions shall include, but are not limited to those listed in this section.

- ∇ Processes biweekly payroll for departmental staff, obtains signatures of individual employees and department head for approval.
- ∇ Processes invoices and bills for payment on a biweekly basis and submits them to the town accountant after getting approval from the department head.
- ∇ Processes payment turnovers in a timely manner to the town treasurer.
- ∇ Tracks budgets for departmental accounts, including grants. Assists in preparing the annual budget when requested by the department head.
- ∇ Maintains records of major work completed on roads, bridges, culverts, and other infrastructure for historic reference.
- ∇ Tracks fuel usage and bills to each department on a monthly basis.
- ∇ Responds to phone calls and written communications when requested by the department head.
- ∇ Drafts the annual report for the department.
- ∇ Maintains departmental file system.
- ∇ Performs all other duties as assigned.

Recommended Minimum Qualifications:

Education and Experience:

High school diploma or equivalent. Basic office experience is preferred.

Special Requirements:

As a condition of employment, the employee must pass a CORI examination.

Knowledge, Abilities, and Skill

Knowledge:

Basic knowledge of general office equipment (computer, copier, phone, printer, etc.). Basic knowledge of computer programs, including but not limited to: Microsoft Office programs, web-based portals, email, etc.

Abilities:

Ability to communicate effectively verbally and in writing. Ability to maintain records and prioritize tasks. Ability to multi-task effectively and work within timelines. Ability to respond with tact and courtesy when dealing with the public.

Skill:

Excellent customer service and interpersonal skills. Skill in operating computers and utilizing appropriate software applications. Excellent organizational skills. Office management skills.

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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 position's essential functions.

Physical Skills:

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to office equipment. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls and reach with hands and arms. The employee is frequently required to sit, talk and hear. Employee may be required to lift, push or pull department office equipment and operate an automobile, office machines, or a personal computer.

Motor Skills:

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding and/or word processing.

Visual/Auditory Skills:

The employee is required to constantly read documents, personal computer screens and written reports for general understanding. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

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.