

Administrative Assistant

Department: Town Clerk

Division: N/A

Appointing Authority: Town Clerk,
subject to consent of the Mayor

Grade: 8

Revision Date: 6/18

Bargaining Unit: C

Definition:

Performs routine, semi-complex or complex clerical, administrative, and coordination responsibilities and duties in overseeing the support services, customer service, and daily operation of a municipal Office of the Town Clerk, including Elections and Registrar of Voters duties; all other related work that is required that is logical to the position.

Supervision:

Works under the direct supervision of the Town Clerk and Assistant Town Clerk.

Performs no supervisory functions; except, may assist the Town Clerk and Assistant Town Clerk in the supervision of up to 40 or more part-time election workers on election days.

Environment:

Duties are performed under typical office conditions. Operates standard office equipment. Noise levels are usually quiet to moderate.

Performs varied and highly responsible departmental functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations, grant(s) compliance as well as departmental policies, procedures and methods.

Has access to highly confidential records subject to non-disclosure or limited disclosure pursuant to statutory prescript.

Has frequent contact with employees, town departments, outside boards or commissions, state agencies, in particular the Registry of Vital Statistics, outside vendors, election candidates, community organizations and the general public.

Errors in duties or performance may cause an adverse impact on employee morale or public opinion; confusion and delay, lower standards of service for the town, or may cause legal or financial repercussions.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Elections: Assists in the preparation for and operation of election processes; including but not limited to: election day setup, absentee voting, campaign finance, voter's checklists, preparation of poll workers' materials, Board of Registrar records, candidate or political committee assistance, in accordance with the

General Laws; extensive use of the Commonwealth's Voter Registration Information System (VRIS).

Voter Registration: Assists in processing and maintaining accurate files and affidavits of registration, petitions, nomination papers, political enrollment forms, in accordance with the General Laws and extensive use of VRIS system

Vital Statistics: Assists in the establishment, recording, searches and issuance of certificates, affidavits, corrections, indexing of records, and preparation/submission of monthly reports in accordance with the General Laws and computerized data bases. Primary contact with funeral directors, hospitals, nursing homes and the state Registry of Vital Statistics

Town Census: Assists in conducting the annual census, drop notices, preparation of street list, jury list, and maintaining record/system integrity utilizing the VRIS system.

General: Responsible for counter customer service operations with the public in the issuance of a variety of licenses, permits, filings or certificates including Business, Certificates of Registration, Declaration of Trusts, dog, pole locations, raffles, and claims against the town among others. Accept, post and maintain official town posting board for all civil service notices, department meeting notices, or other open meeting law postings of town political subdivisions as required by law, charter, rules of procedure or other regulation.

Processing of daily mail requests for vital records, genealogy or other miscellaneous correspondence. Provides administrative support to the Town Clerk including the preparation of special reports and forms, general office filing, photocopying or other secretarial duties, including inquiries by telephone or in person.

Minimum Qualifications:

Education and Experience: Associates degree in business administration, records management, or closely related field preferred. Three years of municipal office or related experience preferred, or any equivalent combination of education and experience that enables performance of all aspects of the position.

Knowledge, Ability and Skill: Working knowledge of or ability to learn and understand municipal operations and procedures; working knowledge of standard office practices, ability to operate a personal computer utilizing a windows environment with proficiency in MicroSoft Office and G-Suite required; familiarity with database programs and computer hardware and software systems, ability to learn discreet departmental programs.

Ability to interact in a positive and effective manner, and to establish and maintain positive work relationships with supervisors, coworkers, other departments, boards and commissions, the general public and personnel at all levels of authority using principles of good customer service. Ability to manage intense or stressful situations during peak work periods.

Strong organizational skills in a multi-task environment required. Ability to plan and work independently, ability to work on and prioritize several on-going tasks. Must perform all aspects of job responsibilities with honesty and integrity. Comprehensive knowledge of or the ability to learn the theories, principals and

techniques of records management, including good spelling and writing skills; attention to detail to ensure integrity of permanent municipal records, as well as knowledge of or ability to learn legal and procedural municipal clerk operations in a strict legal and procedural environment.

Physical Requirements: Minimal physical effort under typical office conditions but must occasionally lift and/or move up to 70 lb. voting machines and vault records up to 20 lbs from heights requiring use of small step ladder. Ability to operate standard office equipment and voting machines. Frequent sitting, talking, hearing and mental concentration for prolonged periods required; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision and the ability to adjust focus, ability to distinguish color in graphs, charts, etc. Must be able to communicate and be understood clearly; hearing ability requirements include ability to interact with employees, the public, elected or appointed officials and outside organizations.

Special Requirements: Requires mandatory overtime on election days and may involve overtime in election preparation. Must successfully pass CORI/ SORI checks. Must have a valid Class D Driver's license.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

EXECUTED 06/26/2018 AND ON FILE IN THE HR DEPARTMENT

Human Resources Director

Date
Revision History: 3/99, 6/05, 6.14, 6/18

Mayor

Department Head

[____ UE review]