

TOWN OF GILL

M A S S A C H U S E T T S



www.gillmass.org

CLERICAL POSITION JOB DESCRIPTION

(Part-time)

Definition

Provides clerical support and assistance to the Board of Health, Conservation Commission, Planning Board, and Zoning Board of Appeals (ZBA), as required and allowed by budgeted resources.

Supervision

Works under the direction of the individual Chairs of the Board of Health, Conservation Commission, Planning Board, and Zoning Board of Appeals in accordance with the policies and procedures of the Town and the Commonwealth of Massachusetts. Employee consults with the specific Chair for which (s)he is working on all matters not specifically covered by guidelines or instructions.

Work Environment

- Work is performed under normal office conditions. The workload varies, as does the number of hours per week, and there is no guaranteed minimum number of hours per week. The work schedule includes attendance at evening meetings as required.
- Employee operates standard office equipment.
- Employee has ongoing contact with the public and Town departments by telephone, in person and in writing.
- Employee has access to confidential information, including legal proceedings.
- Errors could result in delay or loss of service, monetary loss, and legal repercussions.

Essential Duties and Responsibilities

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

- Opens, reviews and processes mail as necessary prior to board meetings, and notifies board chairs of specific issues as needed
- Requests abutters' lists
- Prepares, posts and mails legal notices and arranges for timely publication in the newspaper
- Notifies Town Clerk of meeting agendas to comply with Open Meeting Law
- Attends meetings and/or hearings, takes and transcribes meeting minutes, and provides approved minutes to the Town Clerk
- Prepares legal documents for recording
- Prepares and types correspondence; distributes information to other town departments as needed
- Files all records
- Processes schedule for payment of bills
- Maintains necessary office supplies including postage stamps and etc.

Recommended Minimum Qualifications

Education and Experience

High School diploma; secretarial skills—at least one-year secretarial experience, municipal experience preferred; or an equivalent combination of education and experience. Employee will need to complete online Conflict of Interest Law training provided by the State Ethics Commission.

Knowledge, Ability and Skill

Knowledge of office procedures and equipment and computer applications. Working knowledge of municipal government, particularly zoning laws is preferred, but not required.

Ability to interact appropriately and effectively and establish and maintain effective working relationships with committee members, town employees and officials, and the general public. Ability to communicate clearly and concisely, in person, by telephone and in writing. Ability to maintain confidential information. Ability to organize time, work independently, and meet deadlines. Ability to organize and maintain accurate and detailed records.

Skill in the use of computer applications, including word processing and email.

Physical Requirements

Minimal physical effort is required to perform duties under typical office conditions. The employee is frequently required to stand, walk, sit, speak and hear and use hands to operate equipment. Vision requirements include the ability to read routine and complex documents and use a computer.

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.