

TOWN OF GILL

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



www.gillmass.org

ADMINISTRATIVE CLERK (Part-time)

Statement of Duties: Provides administrative and recordkeeping support and assistance to the Town Administrative Assistant, Board of Health, Planning Board, Zoning Board of Appeals (ZBA), and Conservation Commission and other Town Boards and Departments as directed by the Town Administrative Assistant and as required and allowed by budgeted resources.

Supervision: Works under the general supervision of the Town Administrative Assistant in accordance with the policies and procedures of the Town and the Commonwealth of Massachusetts. The employee receives task- and project-specific guidance from the individual Chairs or Department Heads for whom (s)he is working, as scheduled by the Town Administrative Assistant.

The employee uses initiative in carrying out recurring responsibilities independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure completed work and methods used are technically accurate and instructions are being followed.

Supervisory Responsibility: Employee is not responsible for the regular supervision of any town employees.

Confidentiality: The employee has access to confidential information such as legal proceedings, client and/department records, and Communicable Disease Reports from the Board of Health. Accordingly, the employee must ensure the confidentiality and security of sensitive information.

Judgment: Various standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline. The employee must exercise best efforts to employ good judgement and avoid missed deadlines and other adverse public relations to the Town.

Work Environment: Employee performs work in a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Employment is based upon a fixed number of hours per year. The workload varies, as does the number of hours per week. There is a typical number of hours per week, but the hours worked in any given

week may be more or less depending on workload and scheduled meetings.

The work schedule includes attendance at some scheduled evening meetings as required.

Nature and Purpose of Relationships: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy will be required.

Productive Work Environment: The employee is required to work in a manner that is positive, productive, respectful, and encourages teamwork at all times.

Occupational Risk: Duties generally do not present occupational risks to the employee.

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. This list is not in any specific order of importance, and the work is to be performed as prioritized and directed by the Town Administrative Assistant.

- Compile, format, and publish Annual Town Reports
- Attend evening meetings and take and transcribe meeting minutes and hearing records for the Zoning Board of Appeals and Planning Board; work with Chairs to develop and post meeting agendas; prepare and collate handouts for meetings
- Respond to oral and written inquiries regarding town services and procedures
- Provide customer service both in person and on the telephone; receive, respond to, and direct visitors to appropriate departments and officials
- Prepare, post, and mail hearing notices and arrange for timely publication in the newspaper
- Sort, open, review, and process mail as appropriate; notify Chairs of correspondence as needed
- Organize and file all records for Board of Health, Zoning Board of Appeals, Planning Board, and other departments or committees as required
- Prepare, type, and distribute correspondence and other information to and for town departments and boards
- Assist in the preparation of the Town's annual operating and capital budgets
- Update department and board information on town website
- Prepare articles and/or news briefs for town newsletter and local newspapers
- Processes schedule for payment of bills
- Prepare and submit status reports for state and federal grants
- Maintains necessary office supplies including postage stamps and etc.
- Attend training events relevant to the position

Education and Experience: Associate's degree or beyond; one to three (1-3) years prior work experience, with 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 Massachusetts State Ethics Commission. Employee will attend job-related training as required.

Knowledge, Abilities and Skills:

Knowledge: Working knowledge of Microsoft Office software applications including email, word processing, and spreadsheets. Knowledge of Town organization and departments, municipal services, zoning procedures and public hearings is preferred, but not required.

Abilities and Skills:

- Plan and prioritize work, perform multiple tasks within a timely manner, and be self-motivated
- Communicate clearly and concisely verbally and in writing
- Interact appropriately and effectively and establish and maintain effective working relationships with committee members, town employees and officials, and the general public
- Access the internet to obtain information in support of department operations
- Operate Windows-based computers and other office equipment in an efficient manner
- Organize and maintain accurate and detailed records
- Compose meeting minutes, hearing records, town reports, and other documents
- Reviewing and edit documents of self and others
- Perform work accurately and efficiently despite frequent interruption

Physical and Mental 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 to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee is occasionally required to lift, push, or pull objects such as office equipment, office supplies, and/or printer/copier paper.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination such as the operation of a computer and other office equipment, filing of papers, and stuffing envelopes.

Vision and Hearing Skills: The employee is required to constantly read printed and electronic documents and reports for understanding and analytical purposes. The employee is rarely required to review non-written materials or to determine color differences. The employee is required to make and receive telephone calls.

This job description does not constitute an employment agreement between the employer and employee, and the employer may exercise its employment-at-will rights at any time. This job description is subject to change by the employer, as the needs of the employer and requirements of the job change.