

**TOWN OF ACUSHNET
JOB DESCRIPTION
CLERK TO THE
TOWN
ADMINISTRATOR
AND BOARD OF
SELECTMAN**

General Purpose:

Assists the full-time Administrative Assistant and Town Administrator in their daily duties as directed.

Supervision Received:

Works under the direction of the Executive Administrative Assistant and the Town Administrator.

Essential Duties & Responsibilities:

Performs basic departmental activities such as typing, making copies, filing, answering telephone calls, and assisting residents. At times, makes appointments, schedules meetings, sets up hearings and arranges any required information.

Assists in the creation of memos, correspondence, reports, policies, procedures, and other documents as requested.

Manages the Town's presence in social media and maintains all town related web pages.

Processes, organizes, and tracks all expenses from the Selectmen's office.

At times, assists in: budget preparation and warrant for Annual and/or Special Town Meeting; Civil Service Forms; Liquor License renewals; and any other documents as directed.
Collects, tracks and turns over all related fees.

Records, maintains and files parking and marijuana tickets.

Has access to department-level confidential information, which requires the application of appropriate judgement, direction, and professional office protocols.

Required to attend the Selectmen's meeting's in the absence of the Executive Administrative Assistant.

Performs similar or related work as required, directed or as situation dictates including special projects.

Recommended Minimum Qualifications:

Education and Experience:

Associates Degree or higher preferred; a minimum of three to five years of progressively responsible experience in an office setting. Experience in a municipal setting and in dealing with

the public strongly preferred, or an equivalent combination of education and experience. Demonstrated competence in MS Office, Outlook, and social media.

Knowledge, Ability and Skill:

Knowledge. Thorough knowledge of office practices and procedures; thorough knowledge of computer software and office equipment. General understanding of the operations of Town government.

Ability. Ability to organize and maintain accurate administrative records. Ability to handle multiple tasks efficiently. Ability to deal tactfully and appropriately with the general public, media, and Town departments/officials. Ability to work effectively under time constraints to meet deadlines. Most often is the first person contacted by citizens seeking information and complaints concerning the Town.

Skill. Excellent organizational skills. Excellent written and verbal communication skills. Skill in the use of MS Office, MUNIS, Outlook, and social media. Excellent interpersonal and problem-solving skills.

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 essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 10 pounds. Must be able to communicate.

Job Environment:

Work is performed under typical office conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours to meet project deadlines. Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment. Employee has frequent contact with the general public, Town departments and officials. Contacts are in person, by telephone, and by email and involve an information exchange dialogue. Employee has access to all department-related confidential information, including personnel records, resident information and business handles in the Town Administrator and Board of Selectmen's office. Errors could result in adverse public relations and have legal and/or financial repercussions for the Town.

(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.)