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Town Manager

TOWN OF NORTON

MUNICIPAL CENTER

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EMPLOYMENT OPPORTUNITY
PART-TIME ACCOUNT CLERK IN
NORTON SENIOR CENTER – COUNCIL ON AGING DEPARTMENT

The Town of Norton is accepting applications for the position of Part-Time Account Clerk in the Norton Senior Center – Council on Aging Department. Please visit www.nortonma.org for job description, recommended minimum qualifications, and submission requirements. This position will remain open until filled, but a review of applications will begin August 23, 2019.

Post: Town Hall Bulletin Board – 08/01/19
Town Web Site (www.nortonma.org)

Publish: Sun Chronicle (08/06/19)

pc: Board of Selectmen
Town Clerk
AFSCME Union Stewards



TOWN OF NORTON

Part-Time Account Clerk
Norton Senior Center - Council on Aging Department

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Hours

This is a part-time position (18 hours).

Rate

\$17.10 Hourly as Per Collective Bargaining Agreement.

Supervision Received

The Account Clerk is appointed at the discretion of the Town Manager and reports to the Director of Human Services/Council on Aging.

General Description

This position provides general clerical support and guest relations for the Norton Senior Center. The Account Clerk is responsible for providing superior guest service, which shall include but is not limited to front desk reception, phone assistance, and program support. The successful candidate will also have the ability to maintain confidentiality and establish/maintain effective working relationships.

Duties and Responsibilities:

- Assists Director in overseeing the overall operation of a very vibrant senior center including helping with activities and recreation, information and referral, volunteer recruitment and other programs of the Council on Aging.
- Manages phone inquiries including scheduling appointments for the Director and Outreach worker, referring residents to collateral agencies, and registering guests for scheduled programs.
- Provides administrative and clerical support to the Council on Aging Director.
- Assists the Council on Aging Director in setting up for programs, lunches, events, including decorating and kitchen work, as well as clean up.
- Coordinates volunteer schedule.
- Creates bi-monthly newsletter using **Microsoft Office Publisher**.
- Inputs statistical data in *My Senior Center* software.
- Creates flyers and sign-up sheets using **Microsoft Publisher** for upcoming activities.
- Maintains website and social media pages.
- Oversees procurement of kitchen and office supplies.
- Oversees the daily operations of the Senior Center in the absence of the Council on Aging Director.
- Coordinates and performs a range of operation support activities for the Council on Aging Director and other related work as required.
- Responsible for assisting in the efficient operation of the office through the performance of various clerical functions and office procedures.
- Responsible for correspondence, accounts receivable, accounts payable, payroll, general filing, purchasing supplies and equipment and file maintenance. Must be organized, detail oriented and able to multi-task.

- Ability to work with frequent interruptions and to be able to move from one activity to another.
- Working knowledge of office procedures, practices and equipment.

(The functions or duties listed herein 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.)

Qualifications

Recommended Minimum Qualifications

- High school diploma.
- Two (2) years of experience in general clerical/secretarial work.
- Driver's License
- CORI background check required

Preferred Qualifications

- Associates Degree in a related field of endeavor preferred.
- Knowledge of elder issues and resources and be sensitive to elder needs.
- Municipal experience.
- Experience working with the senior population.
- Related experience in bookkeeping and computers.

Substitutions: Additional years of relevant education may be substituted for the experience requirement on a year for year basis.

Knowledge, Abilities and Skills

- Must be organized and have the ability to perform multiple tasks simultaneously in an environment with frequent interruptions.
- Excellent record keeping skills, verbal and written communication skills, and a demonstrated skill with Microsoft Office, including Word, Excel and Publisher are essential.
- Ability to view computer screens and work with details for extended periods of time.
- Ability to operate a keyboard at an efficient speed.

Physical Requirements:

- The physical demands described herein 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.
- Minimal physical effort generally required. Specific vision requirements include close vision and the ability to adjust focus. Ability to talk, hear, walk, stand, stoop, kneel, crouch, reach, and sit. May be required to push, lift or carry objects weighing up to 30 pounds. 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.

(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 requirement of the job change.)