



Michael D. Yunits
Town Manager

TOWN OF NORTON

MUNICIPAL CENTER

70 EAST MAIN STREET, NORTON, MA 02766

Telephone: (508) 285-0210 Fax: (508) 285-0297

E-mail: myunits@nortonmaus.com

RECEIVED
NORTON TOWN CLERK

2020 MAR -5 A 11:49

EMPLOYMENT OPPORTUNITY

PART-TIME SECRETARY VETERANS' SERVICES DEPARTMENT

The Town of Norton seeks qualified applicants for the Part-Time Secretary position to assist the Director of Veterans' Services in the daily operation of the office. 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 March 27, 2020.

Publish: Sun Chronicle

Post: Town Hall Bulletin Board (03/05/20)

pc: Board of Selectmen
Director of Veterans' Services
AFSCME Union Stewards

TOWN OF NORTON

SECRETARY

RECEIVED
NORTON TOWN CLERK

APPOINTING AUTHORITY: Town Manager.

2020 MAR -5 A 11:49

SUPERVISION: Works under the general supervision of the Director of Veterans' Services.

RATE OF PAY: As per AFSCME Collective Bargaining Agreement. (FY20 Rate is \$17.51.)

HOURS OF WORK: 18 hours/week.

GENERAL:

Summary of Duties:

Administrative and secretarial work in discharging the functions of the office; office management work related to the accounting and administrative work of the department; acts as initial contact to public, all other related work as required.

Office Environment:

- Works independently generally setting own daily work plan.
- Performs work under typical office conditions with normal interruptions; work environment is moderately noisy.
- Operates computer, telephone, facsimile machine, copy/scanning machine and all other standard office equipment in a proficient and effective manner.
- Makes frequent contact with the general public, other Town departments and officials, other government agencies; communicates by means of telephone, personal discussion, and correspondence; contacts with the general public are for the purpose of explaining policies/procedures and providing departmental routine-to-complex information; contacts with officials and employees are for the purpose of coordinating work effectively.
- Errors could result in considerable confusion, adverse public relations and legal and financial ramifications.

Supervision Received:

The Secretary is appointed at the discretion of the Town Manager. The Secretary reports directly to the Department Head.

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.

General office tasks:

- Responsible for assisting in the efficient operation of the office through the performance of various administrative and secretarial functions and the development of office procedures. Is responsible for administrative duties including, but not limited to, correspondence, accounts receivable, accounts payable, payroll, general filing, purchasing supplies and equipment and file maintenance. Typing, computer skills in Word, Excel, Office, Adobe, Outlook and Internet required, proficiency in Powerpoint and Google documents preferred.

- Primary liaison with public, Department of Veterans' Services, Veterans Affairs, Bristol Elders, DTA, etc., handles inquiries, provides procedural and basic information, and documents complaints.
- Maintain all public records per record keeping schedule and for public viewing.
- Manage bills payable, receivable, and Excel forms regarding M.G.L. Chapter 115 Benefits, Veterans' Tax Work-Off Program, and special projects.
- Maintain database for client benefits.
- Assist with veteran events.
- Attend trainings and conferences when deemed appropriate by Department Head.

Recommended Minimum Qualifications:

- *Education:* High school diploma; Associates Degree in a related field of endeavor preferred.
- *Experience:* Over three (3) years of experience in general clerical and secretarial work, with veterans' services experience as highest preference, followed by municipal experience preferred; 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:

Knowledge of standard office practices, procedures and equipment. Knowledge of standard accounting in support of the department; ability to prepare official documents and correspondence. Knowledge and ability to employ records management practices. User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Ability to maintain accurate and detailed records. Ability to multi-task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions in a fast-paced environment while maintaining attention to detail. Ability to interact tactfully and effectively with Town employees, supervisors, officials and the general public. Good communication skills; ability to communicate effectively both verbally and in writing. Excellent typing, secretarial skills, and customer service skills.

Physical Requirements:

Minimal physical effort generally required. Ability to operate a keyboard at efficient speed and sit at a computer for long periods of time. 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.

TO APPLY:

Qualified candidates shall submit a cover letter, Employment Application, and resume with the subject line "Veterans' Services Secretary Position" as follows:

Hard Copy: Director of Veterans' Services
Norton Town Hall
70 East Main Street
Norton MA 02766

Electronic Submission: eflett@nortonmaus.com

No phone calls please. Position will remain open until filled.