



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

TOWN OF NORTON
DEPARTMENT SECRETARY

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Michael D. Yunits
Town Manager

Summary of Duties

Secretarial work in assisting the Town Clerk to discharge 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 work as required.

Hours

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

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; contact with the general public is for the purpose of explaining policies/procedures and providing departmental routine-to-complex information; contact with officials and employees is 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 Town Clerk.

Essential Functions:

(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. Assists and answers questions of customers, public officials, department heads and staff; receives complaints and responds to complaints appropriately; makes referrals as appropriate, distributes town literature including bylaws, maps, various applications and information on local, county and state government.
- Manages bills payable, receivable, and Excel forms.
- Maintains Excel sheets for operating budget.
- Prepares draft annual budget, encumbrances reporting, and purchase orders.
- Updates web pages.

Assists the Town Clerk with administration and operation of election activities; including voter registrations, absentee ballot processing, nomination papers, and petition signatures. Records vital statistics, including births, marriages, and deaths; updates and maintains newly recorded vital statistics information and prepares monthly report to the Massachusetts Division of Vital Records; processes affidavits and corrections for vital records; issues certified copies of records and statistics in accordance with applicable laws. Maintains Ethics data base follow up when due.

Posts meetings and agendas for public bodies in accordance with the open meeting law.

Typing, computer skills in Word, Excel, Office, Adobe, Outlook and Internet required; proficiency in Powerpoint and Google documents preferred.

Recommended Minimum Qualifications

- *Education: High school diploma; Associates Degree preferred in a related field of endeavor preferred.*
- *Experience: Three (3) years of experience in general clerical and secretarial work, 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

Must have thorough knowledge of office practices and procedures with working knowledge of departmental operations. Organizational skills and attention to detail essential. Ability to perform and prioritize multiple tasks and on-going projects simultaneously. Ability to deal effectively with interruptions, often under considerable time pressure and with high level of accuracy. Must have the ability to work and communicate effectively both orally and in writing, with the general public, state, local, and federal agencies. Ability to multi-task, interact effectively, tactfully, and with considerable discretion to communicate complex issues clearly and effectively. Excellent typing and computer skills with a high degree of accuracy is required due to the permanency of genealogical records and long term repercussion of error. Excellent customer service skills. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed.

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.

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. Ability to operate a keyboard and calculator at an efficient speed.

(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.)

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