

## **IMMEDIATE OPENING**

(Revised August 6, 2010; Originally Posted on August 3, 2010)

### **Assistant Town Clerk Job Description**

#### **GENERAL PURPOSE:**

The Assistant Town Clerk provides multi-faceted clerical assistance to the Town Clerk in the routine and complex administrative, technical and supervisory functions of the Office of the Town Clerk.

#### **SUPERVISION RECEIVED:**

The Assistant Town Clerk is appointed by the Town Clerk and serves under the direction of the Town Clerk. On-the-job training is ongoing as the demands of the job change with the calendar year and as new laws are enacted. Job performance evaluation is ongoing.

#### **SUPERVISION EXERCISED:**

The Assistant Town Clerk, in the absence of the Town Clerk, by law assumes all supervisory responsibilities of said office. The Assistant Town Clerk helps to supervise election workers on a regular basis.

#### **DISTINGUISHING CHARACTERISTICS**

- Proficiency in the duties mandated by Massachusetts General Laws and Regulations, Federal Laws & Regulations and Town By-Laws.
- Ability to understand and adapt to ever-changing Town By-Laws, Massachusetts General Law, and Federal Laws.
- Ability to maintain confidentiality.
- Exceptional interpersonal skills demonstrated in person, on the phone and via the Internet.
- Attention to detail.
- Enthusiasm to tackle new challenges.
- Eagerness to participate in professional development opportunities such as those sponsored by local clerk associations.

**ESSENTIAL FUNCTIONS:**

- Assists in the preparation and maintenance of the annual census, the voter list, business certificates, etc.
- Assists in the posting of meetings to ensure that the Town complies with the Open Meeting Law.
- Involved in all stages of Vital Records preparation and distribution including the filing of monthly and annual reports with the Registry of Vital Records.
- Issues canine licenses.
- Provides answers to inquiries made by the public and other Town Employees in person, on the phone and via email.
- Distributes materials (e.g. public records) to requesting parties.
- Serves as Notary Public, Assistant Registrar and Commissioner to Qualify Public Officers.
- Helps to plan, organize, and execute all town, state, and federal elections.
- Authorized to use the Town Seal.
- Other functions that become required.

**PHYSICAL DEMANDS:**

- Involved in the transport of files related to the census, elections, etc. (up to 30 lbs.) between the office, the Town Hall basement, and the polling site.
- Extensive computer use required.

**MINIMUM QUALIFICATIONS:**

1. **KNOWLEDGE, SKILLS AND ABILITIES:**

- Related work experience in municipal government.
- Ability to perform detailed work while multi-tasking.
- Demonstrated excellence in communication and customer service.
- Proficiency in Microsoft Office and ability to learn new software programs (e.g. VRIS and ALS)
- Qualified to serve as Notary Public.
- Strong interpersonal skills.
- Experience using a variety of office equipment (e.g. typewriter, photocopier with advanced functions).
- Ability to lift up to 30 lbs.

2. **EDUCATION AND EXPERIENCE**

- An Associates Degree or higher.
- Three (3) years or more of experience in a customer-service related position preferred.

**WORK ENVIRONMENT:**

The work environment is that of a typical office that experiences frequent interruptions and varied requests.

**SCHEDULE:** 10-14 hours/week (flexible)

**COMPENSATION:** \$14.85-\$16.05 per hour based on qualifications and experience.

Please submit a **Letter of Interest** along with a **Resume** to Paula Burke-Town Clerk/Town Hall/8 W. Common St./Topsfield, MA 01983