

ADMINISTRATIVE ASSISTANT II
Town Clerk's Office
Grade 6

Definition:

Under supervision of the Town Clerk. Responsible for Assistant Town Clerk duties, including municipal record preparation and maintenance, license issuance, filing, voter registration database organization and maintenance, weekly revenue reconciliation, vital statistics processing, website maintenance and clerical duties. All other related tasks as required or assigned.

Distinguishing Characteristics:

Maintains official municipal records, including organizing and retrieving database information.

Maintains official municipal archival records and archive storage area, including organizing, indexing and retrieving archived information and establishing and maintaining a retention schedule for all archived material in the Town's care.

Maintains yearly street census, including processing forms and updating of information.

Issues licenses obtained through the Town Clerk's office; dog licenses, marriage licenses, shellfish permits, fuel permits, business certifications and raffle permits.

Provides vital statistics information filed in the Town as requested, including birth, death and marriage certificates.

Updates and maintains newly recorded vital statistics information and prepare monthly report to the Massachusetts Division of Vital Records.

Provides assistance as needed during elections, providing election preparation and voter registration assistance as needed.

Provides assistance to Town Meeting preparations and follow-up, as needed.

Performs and manages a variety of administrative, clerical, bookkeeping and record keeping duties in accordance with established policy, procedures and regulations.

Manages department billing processes and computer operations independently but under the general guidelines of the Town Accountant, Town Treasurer and department head or assigned supervisor.

Maintains cemetery information, including sales, burial information and archival records.

Reconciles cash receipts weekly and prepares reconciliation statement to the Finance department.

Coordinates special projects or assignments, as needed.

Deals frequently and at times independently with individuals, local and state agencies, contractors, and other offices. Must be able to communicate effectively with the public, both verbally and in writing, assuring confidentiality will be protected.

Makes frequent contact with the general public and must be able to deal appropriately and tactfully with inquiries, requests, and complaints.

Errors in judgment could result in serious monetary loss for the Town or others, both through the vital records maintenance, or billing process.

Access to confidential information, including personal records and information, personnel files, bid proposals, and payment records.

Minimal physical effort required in performing duties under typical office conditions.

Examples of Work:

Organizes and maintains department records and files, assists in the preparation of department budgets; recommends the purchase of department supplies and equipment.

Will have direct administrative responsibility for weekly revenue reconciliation, billing processes including accurate data input, calculation and processing of bills, demands and commitments.

Administers all tasks associated with special projects for the department including all records, contracts, litigation files, providing information as requested by appropriate agencies.

Assists the department head or assigned supervisor in meeting all agency requirements at both local and state levels.

Assist the department head or assigned supervisor in compilation of data for short and long range planning including filing necessary reports, correspondence and record keeping.

Assists in the maintenance of municipal archival records.

Works with other town departments, boards and officials from other towns in processing information, inquiries and providing services to residents of area as required.

Works with and at times supervises volunteers from the Senior Volunteer Program and other community volunteers in departmental functions.

Supervisory responsibility will be as directed by the department head or assigned supervisor.

Assists other management and support staff as needed or requested.

Other duties as assigned.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelors degree supplemented by additional business or college courses in accounting, bookkeeping and office procedures. Must have two to three years experience in bookkeeping, accounting and audit experience preferred; computer experience required: Word, Excel, Access experience preferred; previous grant management experience preferred; experience dealing with the general public and office management preferred or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

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 multiple tasks and on-going projects simultaneously needed. Familiarity and comfort with various computer programs and website maintenance. Must have the ability to work and communicate effectively both orally and in writing with the general public, state, local and federal agencies. Must have a working knowledge of accounting principles and practices.