

OFFICE ASSISTANT JOB DESCRIPTION

FULL-TIME POSITION

JOB SUMMARY

Performs a variety of duties in accordance with prescribed procedure with considerable independence involved in carrying out entire operations. Exercises considerable judgment and tact in answering inquiries.

SUPERVISION RECEIVED

Works under limited supervision of the Town Administrator who makes work assignments and directs work.

SUPERVISION EXERCISED

None.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Working knowledge of office practices, procedures and equipment. Meticulous attention to details is essential. Necessary skills include typing, computer operation, including word processing, spreadsheets, internet browsers and specialized software for department support. Must honor confidentiality of information. Ability to establish and maintain effective working relationships with town officials, staff, and town employees. Ability to deal appropriately and effectively with residents, contractors, realtors and general public.

MINIMUM QUALIFICATIONS REQUIRED

Graduation from an accredited high school supplemented by training in secretarial skills and five years experience in similar responsible work or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

CLERICAL ASSISTANT/ASSESSING CLERK JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

(May not include all the duties listed, nor do the listed duties include all duties which may be found in positions of this class.)

1. Assist residents, visitors with questions, copies, etc. as needed
2. Answer phone – transferring calls or taking messages as needed.
3. Assist residents with assessing questions including abatements and filing for exemptions.

4. Prepare annual town report.
5. Maintain all town office forms.
6. Maintain administrative Town files.
7. Maintain inventory of office supplies, ordering as needed.
8. Post notices and maintain calendar for use of meeting rooms.
9. Sort and distribute incoming mail.
10. Manage intake, initial processing and coordinate follow-up for welfare applications.
11. Maintain assessing files.
12. Update property transfers.
13. Maintain list of building permits to be assessed.
14. Make address corrections to assessing records as needed.
15. Maintain impact fee records.
16. Collect all incoming checks and/or cash, submitting deposits to Town Clerk according to Cash Receipts Policy.
17. Provide clerical assistance to Code Enforcement Officer.
18. Manage initial intake of permit applications for the Code Enforcement Officer
19. Maintain building files.
20. Provide clerical assistance to Road Agent.
21. Maintain and update AlertNow database.
22. Processes payroll and accounts payable at least quarterly.
23. Handle all requests for Town sign usage.
24. Provide clerical assistance to Town Administrator.
25. Assist Town Administrator as requested.

Approved BOS November 28, 2011