

Town of Freetown
POSITION DESCRIPTION

Position Title:	Senior Clerk	Department:	Conservation
Reports To:	Conservation Commission	Hrs/Week:	12 hours/week
Affiliation:	Professional, Technical, Administrative	Step:	Determined upon hire
Appointing Authority:	Board of Selectmen	FLSA:	Hourly (non-union)

Position Purpose:

Assist your appointed department, board and/or commission with basic clerical duties.

Supervision:

Supervision Received: Works under the general direction of your department head(s), as well as any person designated by your department head. Follow departmental rules, regulations and policies, requiring the ability to plan and perform operations, and to independently complete assigned tasks according to prescribed time schedules. The position is subject to annual review and evaluation.

Job Environment:

Work is performed in an office environment; work environment may be moderately noisy. Employee must be able to perform duties while being constantly interrupted during the day.

Makes regular contacts with the public, other Town departments, contractors, civic organizations, utility companies, developers, union representatives, the media, and state/federal government. Contacts are by phone, correspondence, and in person and require discussing clerical issues and exchanging information.

Operates computer, scanner, calculator, telephone, copier, facsimile machine, and other standard office equipment.

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.)

Keep office open and functioning.

Answer phones and take messages.

Handle all Mail and maintain office cash accounts.

Research archives regarding departmental records.

Filing of various documents into appropriate files.

Responsible for handling cash and checks.

Recommended Minimum Qualifications:

Knowledge, Ability and Skill:

Knowledge: General knowledge of the municipal government. Experience in preparing formal correspondence and by email preferred.

Ability: Ability to effectively and appropriately communicate information, using both oral and written skills, with the general public. Ability to carry out work assignments with a high degree of independence and discretion. Ability to maintain confidentiality of departmental information. Ability to maintain detailed and accurate records.

Skill: Excellent customer service skills. Skill in maintaining the confidentiality of department records. Skill in all of the above mentioned tools and equipment. Must be highly proficient in Microsoft Word, Excel, and Outlook. Knowledge of Access desirable.

Physical Requirements:

Minimal physical effort is required to perform most duties. The employee is required to walk, stand, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be exhaustive list of all responsibilities and duties required.

Approved by:

Board of Selectmen, Personnel Chair

Date Approved

Conservation Commission, Chair

Date Approved