

POSITION DESCRIPTION

Office Assistant

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Appointed Position, Grade 4

Estimated Time: As required and within limits set by annual budget. Approximately two (2) hours per week with additional hours required occasionally.

GENERAL PURPOSE

To provide office support and weekly assistance to the Town Coordinator and Select Board.

SUPERVISION RECEIVED

Works under the general supervision of the Town Coordinator and Select Board. Performance of duties requires the ability to plan and perform operations, and to independently complete assigned tasks according to prescribed time schedules.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Must be flexible and be willing to perform a variety of office-related tasks as needed. Conducts filing, mailings, copying, data entry, typing, answering the telephone, scanning documents, responding to emails and related work as required, directed or as the situation dictates. Performance of duties may require contact with the public. The employee may have access to confidential and/or sensitive information, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department. Accordingly, the employee must ensure the confidentiality and security of sensitive information.

DESIRED MINIMUM QUALIFICATIONS

Graduation from high school plus related office experience preferred. Employee will need to complete online Conflict of Interest Law training provided by the Massachusetts State Ethics Commission.

Good organizational, written and oral communication skills and strong interpersonal and customer service skills are necessary. Working knowledge of the principles and practices of modern office practices and procedures; thorough knowledge of records management techniques. Skill in operation of standard office equipment. Ability to accurately record and maintain records.

SPECIAL REQUIREMENTS

Some flexibility in work schedule needed. Ability to substitute for the Town Coordinator in their absence.

TOOLS AND EQUIPMENT USED

Including but not limited to use of a personal computer, software to include word processing, spreadsheet and data base software; telephone; answering machine, copy machine; fax machine, scanner, shredder.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit or stand, and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus and to read documents in both physical and digital formats.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Duties of the job present little potential for injury to the employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate in a municipal office setting subject to periodic interruptions. Work setting is a normal office environment, not subject to extremes in temperature, noise, odors, etc.

SELECTION GUIDELINES

The duties listed above 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.

The 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 requirements of the job change