



OFFICE OF TOWN CLERK

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31 North Street, Williamstown, MA 01267

Position

**PART TIME ADMINISTRATIVE ASSISTANT
TOWN CLERK'S OFFICE
TOWN OF WILLIAMSTOWN**

Position Purpose

The purposes of this position is to provide clerical and administrative assistance of moderate difficulty to the Town Clerk. The work involves attention to detail to maintain accurate records; answering customer inquiries, and handling special licenses, vital statistics, elections, etc. The work involves coordinating requests for service from various customers and receiving appropriate fees, applications and documents. The Administrative Assistant is required to exercise good judgment in administering office operations to support the Town Clerk. The Administrative Assistant in the Town Clerk's Office is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision

Works under the general supervision of the Town Clerk.

Performs a variety of clerical and record keeping duties ranging in nature from routine to complex which require the exercise of judgment and initiative in situations not clearly defined by established procedures.

Job Environment

Work is generally performed under typical office conditions with continuous interruptions from the general public.

Makes frequent contact requiring courtesy, patience and tact with the general public, other town departments, boards and committees, community organizations, social service agencies and local, state and federal agencies.

Errors could cause confusion, delay or loss of service, and have financial and legal repercussions and cause adverse public relations for the department as well as the Town.

Has access not only to department related confidential information, but also to highly confidential records such as pending litigation; births, marriages and adoption records restricted from public access by state law; and personal census information. Access to the Town Seal.

Operates computers, typewriters and general office equipment such as copier, facsimile machine and telephone; required to operate voting equipment including poll pads.

Essential Functions

Screens incoming mail, inquiries and visitors and responds appropriately to matters not requiring the personal attention of the Town Clerk; provides information relative to departmental procedures; assists the public with genealogy research; assists the public in filling out forms and applications. Issues certified copies that are correct and true using the Town Seal and the Town Clerk stamped signature.

Maintain content of Town website and ensure accuracy.

Maintain voters, elections and candidate information as well as the complete tracking of the annual census in the State Voter Registration Information System.

Maintain files on town offices and boards; updates census data; assists in elections and voter registration.

Assist Town Clerk in all Elections and Town Meeting requirements which may require additional hours.

Maintain the integrity of the office whenever the Town Clerk is not present.

Receives, prepares, files, maintains records, including but not restricted to: birth and death certificates; marriage intentions and licenses; cemetery deeds; zoning decision notices; and business certificates.

Issues dog licenses using Viewpoint software, maintains electronic files of rabies vaccination; maintains and updates database of dogs/owners for use by the Police Department.

Responsible for receiving monies, balancing of cash, weekly deposits to Town Treasurer. Maintain and update the payment of office bills, tracking of the budget and the needs of the office.

(The essential functions or 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 to the position.)

Physical Requirements

Minimal physical effort is required in a typical office setting. Position requires ability to operate a computer, typewriter, calculator, and voting equipment including poll pads.

Ability to lift up to 50 pounds for ballots and books.

Position requires standing and sitting for long periods of time at work, polling place during elections and at Town Meeting. May be required to set-up and maintain voting equipment.

Recommended Minimum Qualifications

Education and Experience

High school diploma, Associates Degree in administrative skills; business related or field preferred or five years in governmental record keeping or administrative assistant experience; or equivalent combination of education and experience.

Knowledge, Ability and Skill

Working knowledge of office practices and procedures. General knowledge of department operations, policies and procedures.

Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies and the general public. Ability to organize time, work independently, and accomplish tasks in a timely manner. Ability to communicate effectively in written and oral form, including the ability to compose correspondence and to prepare, type, and proofread reports as to form and logical flow. Ability to maintain highly confidential information. Ability to operate a computer, telephone, and standard office equipment.

Must have excellent administrative, clerical and customer service skills. The position requires excellent organizational skills and particular attention to detail. Skill in operating computers and applicable word processing, spreadsheets, databases, and statistical applications as well as the internet.

Hours and Pay

This position is part-time, 20 hours per week. The pay is \$18 per hour.

How to Apply

To apply, please submit a resume and cover letter to Nicole Beverly, Town Clerk, 31 North Street, Williamstown, MA 01267 or email to nbeverly@williamstownma.gov.

Position will remain open until filled.

The Town of Williamstown is an Equal Opportunity Employer. The Town of Williamstown does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.