

- I. Position Title:  
**Administrative Assistant to the Office of Selectmen/Receptionist**
- II. Supervision: Executive Secretary
- III. General Description of Duties: Administrative support to the Executive Secretary. Front Desk Receptionist for Town Hall.
- IV. Duties and Responsibilities:
- A. Assist in all aspects of Town operations as directed by the Executive Secretary may include but is not limited to:
1. Manage all bookings and process the use of the Chilmark Community Center acting as facility manager.
  2. In the absence of the Coordinator of Administrative Support and/or the Town Clerk post public meeting agendas at both official posting locations.
  3. Assist Department Heads in report accidents to the Town insurance company within 24 hours and electronically file reports keeping all medical records confidential.
  4. Prepare position hiring application packets and receive completed applications for department heads. All application requests and information submitted shall be kept confidential.
  5. Maintain the office equipment and supplies; process purchase requirements for all town departments.
  6. Manually perform backup for computer server each day, and monitor computer backup notifications.
- B. Handle walk-in public requests direct public to proper staff; provide coverage for other staff, if appropriate, in their absence.
- C. Assist the public with filing procedures and Board/Commission questions as appropriate.
- D. Function as Assistant Town Clerk and provide Notary Public services.
- E. Issue and process permits, collect monies, issue receipts for payment, and turnover all payments to the Treasurer.
- F. Assist with budget hearings for the Finance Committee and the Board of Selectmen as needed.
- G. Attend meetings and type minutes/correspondence of the Finance Committee and Board of Selectmen.
- H. Handle and process all mail, electronically scan invoices and correspondence, forwarding to correct departments.

- I. Answer phones, direct calls as necessary and keep a log of all messages.
- J. Serve the public courteously and responsively; maintain good working relationships with Town Hall staff; provide coverage for other staff as appropriate, in their absence.
- K. Other related duties as required.

The essential functions or duties listed 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.

These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark and with respect and confidentiality for the parties involved.

Educate self in Town policies and procedures as they apply to this position. Participate in continuing education through classes and conferences as determined by the Executive Secretary.

V. Supervisory Responsibilities: As delegated from time to time by the Executive Secretary.

VI. Required knowledge, skills and abilities:

- A. Ability to communicate effectively in English with the general public, town employees, state and local officials.
- B. High school diploma or equivalent.
- C. Ability to work with little day-to-day supervision.
- D. Knowledge of Town Bylaws and practices as they relate to the responsibilities of the position.
- E. Ability to perform routine to complex clerical operations.
- F. Skills in general office automation.
- G. Intermediate to advanced computer skills with knowledge in programs as used by the Town.
- H. Ability to maintain and update Town websites as directed.
- I. Ability to write business letters and minutes from notes, dictation or tapes.

J. MA Notary Public or the ability to obtain certification within six months.

K. Ability to pass CORI and SORI checks according to Chilmark policy.

L. Ability to clearly and concisely inform the public on matters voted by the Board of Selectmen.

M. Ability to maintain total confidentiality of all information that may be provided by the public, staff, Town or State officials in the execution of duties.

Position Grade Level and Time Requirements:      Grade 6 40 Hours Non exempt  
Maybe required to work evenings

APPROVED BY:      Human Resource Board of Chilmark      Date 11/13/14

Chairman:  \_\_\_\_\_

REVIEWED BY:      Board of Selectmen:      Date \_\_\_\_\_

Chairman: \_\_\_\_\_