

- I. POSITION TITLE: **Clerical Assistant**
- II. SUPERVISOR: Executive Secretary or designee
- III. GENERAL DESCRIPTION OF DUTIES: Clerical support for town departments.
- IV. DUTIES AND RESPONSIBILITIES:
- A. Assist in general town hall duties.
- B. Act for other staff, in their absence, when appropriate.
- C. As necessary, may answer telephone and direct calls keeping a log of all messages.
- D. Give clerical support to town departments, type, maintain files, organize appointments and meetings, handle mail.
- E. As directed by the Executive Secretary, give clerical assistance to town departments. Primary consideration will be given to departments without other clerical assistance.

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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: None
- VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
- A. Ability to communicate effectively with town employees and the general public.
- B. Ability to perform routine to complex clerical operations.
- C. Skills in general office automation.
- D. May require the ability to write letters and minutes from notes, dictation or tapes.
- E. Respect for the privacy and confidentiality of co-workers, their actions, conversations, and work materials. Respect the public. Do not discuss or divulge any and all information to which is overheard in the course of job performance.
- VII. POSITION GRADE LEVEL & TIME REQUIREMENTS: Grade 2 Hours: as needed

APPROVED BY: Personnel Board

Date: 4/22/03

Chair: Janet A. Green

REVIEWED BY: Board of Selectmen

Date: 4/22/03

Chair: John M. Kelly