

TOWN OF CANTON

TITLE: Office of the Chief Administrator Clerk

CLASS: Hourly / Union

DEPARTMENT: Chief Administrator's Office

DATE: November 19, 2008

POSITION DESCRIPTION

The Office of the Chief Administrator Clerk (CAO Clerk) serves as a clerical aid to the CAO and the Executive Assistant to the CAO. Under the direction and supervision of the Executive Assistant to the CAO, the CAO Clerk performs clerical and administrative duties in support of the Office of the Chief Administrator.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Performs a wide variety of secretarial and administrative duties in support of the CAO's office.
- Plans and organizes work according to standard office procedures.
- Assists the Executive Assistant to the CAO in the preparation of the Board of Selectmen meeting packages.
- Opens the mail and distributes to various departments.
- Types draft documents and a wide variety of finished documents from notes, instructions, or printed materials.
- Researches and analyzes routine administrative projects.
- Assists the Executive Assistant to the CAO in the purchase of supplies and equipment.
- Establishes and maintains complex and sensitive office files.
- Organizes and prepares materials for publication such as newsletters, press releases and program guides.
- Files documents as needed.
- Responds to information inquiries and requests from elected and appointed officials and the general public.
- Performs related work as required or requested by the CAO or the Executive Assistant to the CAO.
- Maintains employee attendance logs.
- May perform additional tasks and duties as necessary and/or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Familiar with clerical duties and the ability to work within the structure and operation of municipal government.
- Considerable ability to follow established priorities, meet deadlines and maintain quality of work in multitask settings.
- Considerable knowledge of office computer programs, networks, internet and basic website maintenance.
- Commitment to excellence in customer service.
- Thorough knowledge of modern office practices.
- Ability to use tact, discretion, initiative and independent judgment.
- Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems.
- Ability to work with a minimum of supervision.
- Ability to compose clear and correct correspondence independently or from brief instructions.
- Ability to perform basic mathematical computations.

- Ability to communicate effectively with the public and an ability to establish and maintain effective working relationships with Town officials, staff and the general public.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain strict confidentiality of information as necessary.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Work is primarily sedentary in nature and is performed in a typical interior/ office work environment.
- Ability to sit/ remain/ stand for extended periods of time.
- Ability to walk, bend, stoop, and lift books and files of approximately 25 pounds or less.
- Ability to work in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines, public contact and changing priorities and conditions.
- Vision to read printed material and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1’ to 7’ from the floor.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to get into and out of an automobile.
- Ability to participate in extended night meetings/ office hours during the year.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

REQUIRED MINIMUM QUALIFICATIONS

- The skills and knowledge required would generally be acquired with an Associates Degree with a minimum of two (2) years of increasingly responsible work experience in an administrative office, including significant public contact or similar combination of education and experience.

LICENSE OR CERTIFICATE:

- Must possess a valid driver’s license.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the Town’s right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration’s assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date