

Job Description

Title: Office Assistant

Supervision: Reports to the Town Administrator

Hours/Compensation: This position is a part time, hourly exempt position for 9 hours per week. Hourly rate will be determined by annual town meeting.

Benefits: As this position requires less than 20 hours per week, no Town benefits, including health care and retirement are offered.

Job Environment: Typical office environment; operates computers, printers, calculators, phones and the copier. The position requires frequent contact with other Town Hall employees, State agencies and the general public.

Responsibilities:

The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

- Assist with walk in, email & phone inquiries
- filing
- Fulfilling transfer station permits, collection of fees
- Maintain the active alarm and false alarm databases
- Respond to and handle all requests, inquiries, and complaints from the general public and town officials, directing when necessary, to appropriate departments
- Transcribe minutes, manage correspondence and assist with filing, misc correspondence and other office duties for the Building Commissioner, Planning Board, Finance Committee and Parks Commission
- Additional duties as assigned by the Town Administrator

Recommended Minimum Qualifications

Education & Experience:

High School Diploma

Knowledge, Ability and Skill:

Knowledge of a computer and the Microsoft Office programs. Good organizational and communication skills. Ability to work with minimal supervision and use good judgment and guidance.

Minimal physical effort required performing duties under typical conditions. Position requires ability to operate a keyboard.