**Purpose:**Performs administrative and clerical work of moderate difficulty and responsibility supporting the operations of Town Hall, based in the Town Manager’s office. Performs all other related work as required.

**Essential Functions:***(The essential functions or duties listed below 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.)*

Assists Executive Assistant to Town Manager in all duties.

Assists other Town Hall offices as necessary.

Reviews invoices from vendors, prepares weekly bills payable and delivers them to the Town Accountant.

Answers the telephone and assists all citizen walk-ins.

Notifies Town Manager of any complaints or unusual requests.

Maintains Town website and newsletter.

Performs similar or related work as required, directed or as situation dictates.

**Supervision:**

*Supervision Scope:* Performs routine work which involves the exercise of judgment and initiative.

*Supervision Received:* Work is performed under the supervision of the Town Manager.

*Supervision Given:* None.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

High School diploma or equivalent; basic bookkeeping and two-five (2-5) years of office experience and some financial experience relating to billing; or any equivalent combination of education and experience.

*Special Requirements:*   
Website management preferred.

*Knowledge:* Thorough knowledge of office procedures, practices, and terminology. Knowledge of office equipment and the operation of computer software applications, particularly word processing (Word), spreadsheet (Excel), email (Outlook), and internet use.

*Abilities:* Ability to communicate effectively verbally and in writing. Ability to maintain records and prioritize tasks. Ability to multi-task effectively and work within timelines. Ability to respond with tact and courtesy when dealing with the public.

*Skills:* Excellent customer service and interpersonal skills. Skill in operating computers and utilizing appropriate software applications. Excellent organizational skills. Office management skills.

Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Operates objects, tools, or controls; picks up paper, files, and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 10 pounds. Must be able to communicate. Vision and hearing at or correctable to normal ranges.

**Job Environment:**

* Work is performed under typical office conditions. Employee divides time between cemetery and highway offices and workload can vary as a result of seasonal factors, such as winter storms and burials.
* Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
* Employee has frequent contact with the Cemetery Trustees, funeral directors, contractors, vendors, and the public. Contacts are primarily in person, and occasionally by phone.
* Has access to some department-related confidential information, including information contained on burial permits and veteran services.
* Errors could result in delays or loss of service and possible monetary loss.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*