

JOB POSTING
TOWN OF PRINCETON

The Town of Princeton is accepting applications for the position of **ADMINISTRATIVE ASSISTANT/ASST. TOWN CLERK**. This is a full-time position of 35 hours a week, with a wage range of \$17.37 to \$22.92 per hour, DOQ. High School diploma and one to three years of experience is required; an Associate's Degree is preferred; or any equivalent combination of education and experience, and successful CORI check are required as a condition of employment. Cover letter, resume, and application form must be submitted to the Town Administrator by email at townadministrator@town.princeton.ma.us by 4:00 PM on Mon., October 17, 2022. The Town of Princeton is an Equal Opportunity Employer.

Position Title:	Administrative Assistant/Asst. Town Clerk	Grade Level:	Level D
Department	Town Clerk, Building, Town Accountant, Treasurer/Collector	Date:	July 2018
Reports to:	Town Administrator, Town Clerk and Department Heads	FLSA Status	Non-Exempt

DEFINITION

In the absence of the Town Clerk responsible for the management and administration of a wide variety of activities including elections, vital records, licensing, public information, public records and website information.

Provides administrative and clerical support for the Building Inspector, Town Clerk, Town Accountant, and Treasurer/Collector.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Receives permit applications, prepares permits for approval
- Collects permit fees
- Schedules inspections
- In the absence of the Town Clerk, serves as chief election official, responsible for planning and conducting state and local elections including ballot preparation and polling place activities
- Assists with voter registration, nomination and petition certification on behalf of the Board of Registrars. May need to attend Board of Registrar meetings.
- Assists with updating the State of Massachusetts Voter Registration Information System (VRIS) with census information and voter registrations
- Assists with records and certifies official actions of the town including town meetings, zoning and planning board decisions and town borrowing
- Registers and issues vital records for birth, death and marriage, as directed by the Town Clerk
- Assists with dog licenses, burial permits, business certificates, and raffle permits
- Provides assistance with access to public records, local bylaws, oaths of office, and meeting minutes
- Assists with providing management and information related to open meeting laws, ethics and conflict of interest
- Provides assistance with updates to website information, including Town News and Board and Committee information.
- Provides assistance with cemetery administrative functions including issuing deeds, recording deeds and recording burial information.

- In the absence of the Town Clerk acts as burial agent to process both online and manual burial permits.
- Researches Town Records for genealogy requests, as directed by the Town Clerk.
- Assists Town Accountant with accounts payable and bill payments for warrant
- Explains required procedures, assisting applicants and customers through education of rules, policies, regulations and procedures.
- Receive and process tax payments
- Assists with mailing of tax bills
- Prepare deposits for money collected
- Prepare town reports
- Provides customer service to a variety of customers
- Perform a variety of data entry functions and record keeping
- Performs the duties of Parking Clerk, receiving and turning over payments to the Collector. Conducts parking hearings, as needed.
- Performs a variety of related duties

SUPERVISION RECEIVED

Under general supervision. Works under the direct supervision of the respective department head for which work is being performed. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

JUDGMENT

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a body of policies, practices and precedents. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

COMPLEXITY

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of considerable importance, including municipal practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Incumbent has access to a variety of sensitive and confidential information.

EDUCATION AND EXPERIENCE

High School diploma and one to three years of experience is required; or any equivalent combination of education and experience. An Associate's degree or additional training preferred.

KNOWLEDGE, ABILITY, AND SKILLS

Must have working knowledge of Massachusetts General Laws and town By-Laws. Must have thorough knowledge of federal, state and municipal laws, regulations and procedures relating to the town clerk functions. Must have financial skills.

Must have excellent communication and customer service skills; computer and database skills; must have organizational skills. Must have excellent writing, financial and spreadsheet skills.

Must have the ability to maintain accurate, detailed records; to deal tactfully with other departments, staff and the public and to perform detailed work despite frequent interruptions; must have the ability to maintain effective working relationships.

WORK ENVIRONMENT

The work environment is typical of municipal offices.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. When working on elections, must lift election materials.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.