

**TOWN OF WAYLAND
DRAFT POSITION DESCRIPTION**

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| Title: | PT Senior Clerk – Department of Public Works |
| Department: | Public Works |
| Appointing Authority: | Public Works Director |
| Affiliation: | AFSCME 2 |
| Grade: | C-12 |
| Personnel Board Approved: | 7/20/09 |
| Effective Date: | 12/7/15 |

Summary of Duties

Skilled routine clerical, secretarial and record keeping work in discharging the functions of the office; office work is related to the clerical functions of the departments; all other related work as required.

Supervision Received

Works under the general supervision of the DPW Director following department rules, regulations and policies; follows appropriate courses of action to achieve defined objectives; refers unusual circumstance to supervisor.

Performs a variety of responsible functions of a clerical nature, requiring judgment and initiative; follows guidelines in carrying out assignments. Exercises judgment in responding to inquiries from residents and those engaged in business with the department.

Supervision Exercised

None

Job Environment

Performs work under typical office conditions; may be required to work during emergency situations; work environment is moderately noisy.

Operates computers and standard office equipment, including typewriter, telephone, facsimile machine, and copy machine; may operate two-way radio dispatch unit.

May have frequent contact with town residents, other town and school departments, governmental officials, contractors, suppliers, vendors and employees; contact is by telephone, in person and in writing.

Has access to some department-oriented confidential information, including personnel files.

Errors could result in confusion, delay or loss of services, significant monetary loss and adverse public relations.

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 in the efficient operation of the office through the performance of various clerical functions.

Prepares information for department payroll; prepares and maintains department attendance records.

Maintains employee personnel information and confidential personnel files; prepares necessary paperwork for employee personnel actions.

May prepare and verify bills and vouchers for payment; deposits money with the Treasurer's office from fees received.

Assists in classifying and posting receipts and expenditures to appropriate accounts.

May assists residents regarding complaints and requests for information; assists in filling out forms and applications; processes permits, licenses and related documents; sends out notices; collects fees and/or fines and maintains all associated records; refers individuals to appropriate resource.

Assists in maintaining the department filing system.

May assist in the preparation of bids, contracts, advertisements and notification of bid awards; may issue, control, and maintain purchase orders for the department.

Processes and organizes various forms, applications, reports and other types of information; copies, and distributes various reports and materials; may prepare materials for meetings.

Assists with the preparation of materials to be included in the Annual Town Report.

Provides general clerical assistance; types minutes, correspondence and various forms from copy, rough draft or general instructions; may transcribe dictation; maintains departmental records; reviews incoming departmental correspondence; prepares statistical reports as required; performs various record keeping work.

May performs radio-dispatching work to Department of Public Works employees.

Works on special projects; performs similar or related work as directed, required, or as situation dictates.

Recommended Minimum Qualifications

Education:

High school diploma.

Experience:

Over two (2) years of experience in clerical, secretarial, record keeping or related field; experience in a municipal setting and in dealing with the public strongly preferred.

Substitutions:

Additional years of relevant education may be substituted for the experience requirement on a year for year basis.

Licenses/Certificates:

None

Knowledge, Abilities and Skills:

Knowledge of standard office practices, procedures and equipment.

Knowledge and ability to employ records management practices.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Ability to organize clerical and statistical records.

Ability to maintain detailed and extensive records and to prepare reports from same.

Ability to prepare reports and correspondence.

Ability to multi task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions in a fast-paced environment while maintaining attention to detail.

Ability to interact tactfully and effectively with Town employees, supervisors, officials and the general public.

Good communication skills; ability to communicate effectively both verbally and in writing.

Ability to maintain confidentiality of information.

Excellent typing and secretarial skills.

Excellent customer service skills.

Physical Requirements

Minimal physical effort required in performing duties under typical office conditions. Ability to operate a keyboard at efficient speed. Vision and hearing at or correctable to normal ranges. Ability to sit, stand, walk and hear. May be required to stand for long periods of time when assisting the public. May be required to carry or lift materials weighing up to 30 pounds.

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.
