JOB DESCRIPTION

PRINCIPAL CLERK

The following individuals has reviewed and approved of the above named job description:

Patrick Shield, Assistant Town Administrator — Date 1/14/2020

James Johnson, Town Administrator — Date 1/14/2020

Personnel Board — Date 1/14/2020

Board of Selectmen — Date 1/21/20

JOB TITLE: **Principal Clerk** **GRADE: H-4**
DEPARTMENT: **Various Dept.** **DATE: November 2019**

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Performs clerical and administrative work involving a moderate degree of responsibility; related work as required.

SUPERVISION RECEIVED:

Works under the general supervision of the Department Head or designee.

SUPERVISION EXERCISED: None

DISTINGUISHING CHARACTERISTICS:

Performs a variety of routine to complex administrative, clerical and job specialized tasks under general supervision following departmental rules, regulations and policies, requiring the ability to plan and perform operations, to complete assigned task or tasks according to prescribed time schedule, but referring unusual problems to superiors.

Errors of omission or commission may result in substantial cost due to inaccuracies in reports or basic records and resulting failure to maintain the desired standard of a major municipal service.

Interacts frequently with other departments, external agents and/or public.

Ability to detect errors, which may effect the work of others and cause inaccuracies with reports.

Develops specialized and/or technical knowledge of department procedures relative to billing, accounting and customer service.

DESIRABLE QUALIFICATIONS:

Training and Experience: High school graduate with training in typing, business English and bookkeeping and three years' experience in office procedures; or any equivalent combination of education and experience.

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling and math. Ability to accurately record and maintain clerical records and prepares reports from such records. Demonstrated knowledge of and ability in computer systems applications (word processing, spreadsheets, billing, etc.). Considerable knowledge of office practices and procedures. Skill in operation of listed tools and equipment; ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and public; ability to communicate effectively verbally and in writing; specialized relevant technical knowledge and/or experience desirable.

ESSENTIAL FUNCTIONS:

The essential functions of duties listed below are intended only as illustration 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 work is similar, related or a logical assignment of the position.

EXAMPLES OF WORK: Included but not limited to:

Coordinates the office operations of the department. Develops and maintains office forms and procedures. Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons. Maintains fiscal and other records of more than ordinary complexity, requiring the careful selection, classification and compilation of information from general sources. Provides backup to related positions. Composes, types and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.

DEPARTMENTS

Accounting:

Examines and enters individual invoices submitted by all departments into central computerized accounting system. Proofs individual department invoices by batching and verifies purchase order verification. Posts to accounts, prints warrant, verifies totals, monitors general ledger distribution totals. Prints accounts payable checks; sets up, updates and maintains vendor files; obtains tax payer identification numbers; assures vendor completion of IRS forms. Provides staff with guidance and assistance in accounts payable system and procedures.

Board of Selectmen:

Works under the direction of the Town Administrator and in his/her absence the Assistant Town Administrator.Develops and maintains general knowledge of the Massachusetts General Laws as they pertain to licenses, particularly liquor laws and maintains contact with the Alcoholic Beverage Control Commission on liquor licenses. Ensures all license and permit information (application packets, current holders, available status, fees, etc.) is available and accessible on the Town website. Drafts and forwards for publication legal notices; assists applicants and their agents with the various procedures and requirements needed for filing for a new license; works with license holders that have delinquent moneys owed to the Town in pursuing compliance with the By-Laws of the Town; prepares a full information packet for all license applications, including copies of any notice of hearings, abutters list; coordinates licensing information needs through the Finance Department, Police Department, Board of Health and Building Inspector; provides coverage of the Board of Selectmen's Office during office hours and Selectmen's Meetings when required, including responsibility for minutes taking and preparation; assists in the organization and maintenance of all of the Board of Selectmen files and office systems; assists the public with questions directed to the Board; Provides assistance and general support to the Executive Assistant and/or Adminstrative Assistant.

Council on Aging:

Responsible for managing all account payables for Council on Aging. Tracks registration, transportation requests, and payments for Council on Aging programming. Manages receipts with daily turnover to Treasurer. Together with the Director, responds to all inquiries from public regarding programming or services provided by the Department. Collaborates with volunteers to triage inquiries to appropriate party for follow up. Responsible to office supply management and ordering. Acclimates all new office volunteers to the processes and operations of the Department. Provides administrative support to Director and Outreach as needed.

Engineering:

Assist public with plot plans and asbuilts maps; map and plan research for utility request; Scan and log in maps and plans; plan research for markout requests; sketch and log sewer and water ties into town's permanent records; inventory and purchasing requests;.

Library:

Major liaison person between town hall and library for personnel, payroll, accounting and budgeting information and processing; calculates and submits weekly time sheets to payroll department; reviews and processes payment of invoices; orders supplies; maintains departmental personnel system records; updates data bases and monitors budget information with expenditures, receives payment of fees, etc: processes same through fiscal departmental procedures. Provides administrative support to library director.

Police:

Maintain general records, i.e. enter motor vehicle citations into in-house computer system; photo copy officers motor vehicle crash reports for Registry, insurance companies and general public recording daily money received; file incoming operators' reports; send out monthly alarm billing; provide supply of forms used by general public; involvement with the LTC/FID process – inputting applications into MIRCS and sending out letters to schedule appointments for prints and pictures.

Recreation:
Handles all account payables for Recreation Division. Handles, in conjunction with the Recreation Director, all inquires from the public regarding various programs offered. Keeps track of daily receipts and turns them over to Treasurer (daily). Processes all purchase order requests for each division; assist in the registration for all programs offered by the Recreation Department and maintains records for same. Processes all Personnel Action Request forms for personnel. Sets up appointments for Director. Attends Recreation Committee monthly meetings, performs functions necessary to provide accurate and appropriate meeting minutes.

Sewer & Water:
Maintains general records, enters billing data into the computer system, processes sewer, water and septic permits and drain layers licenses as required; performs clerical duties relative to septage manifests, meter readings, etc.; communicates with staff, crews, contractors and agents to assure efficiency and/or problem resolutions.

Town Administration:
Assist in the accrual process; ensures that time cards are submitted on a weekly basis; monitors and update the sick, vacation, personal, compensatory time accruals/usages database for all town employees on a monthly basis; Ensures that vacation time accrual/usage is in accordance with the Personnel By-laws and/or union contracts; Provide accrual/usage reports to administration on a monthly basis; assist in tracking sick leave banks for the non-union, clerical, DPW, Fire and Police, ensures that sick day is taken from employees accrual who are participating in the sick leave bank; assist in the organization and maintenance of all of the personnel and insurance files and office systems; copies resumes/applications for screening committee on posted positions; send letters to all individuals that applied at completion of filling position. Maintain tickle file on employees due for step/merit, cost of living increase, performance evaluation review. Provides administrative support to Town Administrator and Assistant Town Administrator when requested.

TOOLS AND EQUIPMENT USED:
Typewriter, personal computer, including word processing, spreadsheet and data base software; mainframe computer terminal; 10-key calculator; telephone; copy machine; fax machine; check signer; postage machine; bursting machine; protractor.

PHYSICAL DEMANDS:
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. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.
The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and peripheral vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is normally performed in an office.
The noise level in the work environment is usually quiet with exceptions of possible high traffic and/or adjoining activity noise.

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.

New:	1976
Revised:	July 1995; August 1998; June 1999;
Revised:	August 2000; May 2008
Revised:	June 2011; December 2011; February 2018
Revised:	November 2019