



DEPARTMENT OF HUMAN RESOURCES
TOWN OF TEWKSBURY
TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

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HUMAN RESOURCES DIRECTOR

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JOB POSTING

POSITION AVAILABLE: Administrative Secretary (Fire Department)

QUALIFICATIONS: Candidate for this position should have a High School Diploma or equivalent and three (3) to five (5) years' experience in an advanced secretarial position dealing with the public, or an equivalent and relevant combination of education and experience.

Specific job qualifications are listed in the job description attached.

HOURS: 37.5 hours a week

SALARY RANGE: \$38,211 – 52,676

BENEFITS: Paid sick leave, vacation; contributory health dental and life insurance.

POSTING DATES: From: December 22, 2014
To: January 5, 2014

TYPE OF POSTING: OPEN

Applications may be obtained at the Human Resources office at the temporary Town Hall located at 464 Main Street or online at www.tewksbury-ma.gov.

The Town of Tewksbury is an affirmative action equal opportunity employer.

This is an PRRB position Grade B

ADMINISTRATIVE SECRETARY

(37.5 HOURS PER WEEK)

SUMMARY:

Position provides highly responsible senior level administrative and secretarial services to department head, maintains confidential departmental information, receives telephone calls and visitors, maintains an efficient and orderly office setting, develops office procedures, maintains physical and computer based filing systems, prepares budgets and reports, prepares a variety of correspondence, sets up meetings, schedules and coordinates appointments, and gathers, duplicates and distributes information as necessary.

SUPERVISION RECEIVED:

The Administrative Secretary works under the direction of the Fire Chief or his/her designee.

SUPERVISION EXERCISED:

None noted

QUALIFICATIONS:

Candidate for this position should have a High School Diploma or equivalent and three (3) to five (5) years experience in an advanced secretarial position dealing with the public, or an equivalent and relevant combination of education and experience.

Required Skill, Knowledge and Abilities

- Must have knowledge of the operations of Town government.
- Must have knowledge of the basic principles and practices of office management.
- Must have the ability and skill to deal with the public tactfully and effectively.
- Must be able to use personal computers, computer equipment, and office software programs.

Essential Requirements

- Must be able to work under moderate noise level.
- Must have a high degree of manual dexterity.
- Must be able to lift, handle, and manipulate on occasion at least 30 lbs. normally less.
- Must be able to communicate effectively in writing and orally in a clear and precise manner.
- Must have good stamina and not tire easily.
- Must have good vision to be able to distinguish printed data including numbers and allow the candidate to operate personal computer and office machines, (i.e. fax, copier and etc.).
- Must be able to sit for long periods of time.
- Must be willing to learn new computer software and technologies as needed.

ADMINISTRATIVE SECRETARY

(37.5 HOURS PER WEEK)

GENERAL DUTIES AND RESPONSIBILITIES:

1. Prepare and process Department Head's and/or managerial staff's records, letters, memoranda, meeting minutes, newsletters, and correspondence of a public and a confidential nature.
2. Maintain orderly filing systems, including confidential personnel records, accounts, and contract files.
3. Schedule meetings and appointments for public use of meeting rooms and for departmental officials.
4. Receive and process inquiries and complaints received, resolving as necessary, or routing to appropriate personnel for resolution, answers telephone, greets visitors to facility, and maintains an efficient and orderly office setting.
5. Assist other departmental staff in the performance of their duties, as necessary.
6. Prepare department's weekly payroll, correctly calculating data for overtime, special details, longevity increases, incentive and step increases; entering data onto computer, transmit data to appropriate Town departments for processing.
7. Process and reconcile departmental accounts payable bills and receivables; maintain department purchase order system; prepare department purchase orders and correspond with vendors; and maintain department supply inventory and order office and department supplies as needed.
8. Prepare and distribute departmental records not inconsistent with department policy and/or State or federal guidelines. Prepare and issue department permits, collect permit fees, record permits issued, and fees collected, transmit fees regularly to Treasurer and Collector's office.
9. Process ambulance patient care reports for billing purposes and transmit reports to the billing company on a weekly basis. Correspond with Treasurer and Collector's office regularly relative to status of payables and receivables.
10. Provides information to attorneys in accordance with Public Records Law and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
11. Maintain confidential personnel files for all department employees, including information on attendance, uniform allowance, leave usage and balances; maintain records for and process in a timely manner all necessary forms to Administrative Services pertaining to employee status changes.
12. A high moral and ethical standard is expected and confidentiality is expected at all times and is of the utmost importance. For the protection of the department and the customers we serve, a confidentiality agreement will be required.
13. Maintain all department activity statistics; prepare report summaries for Chief on an as needed basis.
14. Attend training sessions and seminars as approved by the Department Head and as scheduling permits.
15. Performs similar or related work as required, directed or as situation dictates.

THE ABOVE EXAMPLES OF DUTIES ARE NOT ALL INCLUSIVE BUT A GENERALIZATION OF THE DUTIES AND RESPONSIBILITIES RELATED TO THE FIRE DEPARTMENT.