TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
FAX (978) 640-4302

JOB POSTING

POSITION AVAILABLE: Senior Clerk Secretary 1 Position (Board of Health's Office)

QUALIFICATIONS: To join our team, you must have a High School diploma and three to five years of office clerical experience involving record keeping and contact with the public. Must have effective communication skills including pleasant telephone and service-counter manners. Must be a detail and deadline orientated individual, must possess thorough proofreading skills, and must be able to work on multiple and varied tasks. Must be proficient in computer skills.

Specific job qualifications are listed in the job description attached.

HOURS: 37.5 hours a week

SALARY RANGE: $32,608 – 44,946

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

POSTING DATES: From: November 22, 2016
To: December 5, 2016

TYPE OF POSTING: AFSCME & OPEN

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office on the 2nd floor of Town Hall located at 1009 Main Street.

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

This is an AFSCME Local 833 position Grade 1

SENIOR CLERK SECRETARY
(37.5 HOURS PER WEEK)

SUMMARY:

Position provides administrative and secretarial services to department head, maintains a variety of department information, receives telephone calls and visitors, maintains filing systems, assists in the preparation of budgets and reports, performs emergency preparedness, prepares a variety of correspondence, sets up meetings, schedules and coordinates appointments and gathers, duplicates and distributes information as necessary

SUPERVISION RECEIVED:

The Senior Clerk Secretary works under the direction of the Health Director or his/her designee. May be subject to direction from other senior level administrative staff within the Department of Community Development.

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 a 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 office operations and practices
- Must have the ability and skill to deal with the public tactfully and effectively
- Must be able to compose memos, letters and other correspondence based on instruction
- 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 30lbs., 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

SENIOR CLERK SECRETARY
(37.5 HOURS PER WEEK)

GENERAL DUTIES AND RESPONSIBILITIES:

1. Prepare and process Department Head's and/or departmental staff i.e. nursing and sanitarian records, letters, memoranda, newsletters, and correspondence of a public nature.
2. Assist the Department Head in the preparation of the Department's Annual Budget.
3. Prepare various Department reports including Town Report.
4. Prepare and maintain budgetary accounts; i.e. receivables, payable, and tracking of budgetary records.
5. Maintain departmental filing systems.
6. Maintain personnel records including information associated with payroll, dates of hire, longevity, pay increases, step increases, vacation and sick time.
7. Schedule meetings and appointments for the Board of Health and Departmental staff.
8. Receive and process inquiries and complaints received, resolving as necessary, or routing to appropriate personnel for resolution, and answer telephones and greet customers.
9. Assist other clerical staff in the performance of their duties as necessary.
10. Make telephone calls to provide and gather information for the Director and other staff members.
11. Provide the public access and information; provide assistance and referral on administrative procedures.
12. Prepare and schedules Board of Health agendas, documents, minutes, and decisions.
13. Prepares and tracks Board of Health permits.
14. Prepares and performs emergency preparedness documents and activities as needed.
15. Perform typing, filing, and copying functions; draft correspondence as requested for the Health Director per instruction.
16. Perform other duties that the Health Director may assign.

THEABOVE EXAMPLES OF DUTIES ARE NOT ALL INCLUSIVE BUT A GENERALIZATION OF THE DUTIES AND RESPONSIBILITIES RELATED TO THE DEPARTMENT OF BOARD OF HEALTH