

Town of Wellfleet, Massachusetts
Job Description

Position Title:	Assistant Town Clerk & Town Treasurer	Grade Level:	
Department	Town Clerk & Town Treasurer	Date:	
Reports to:	Town Clerk & Town Treasurer	FLSA Status	

Statement of Duties: The Assistant Town Clerk and Town Treasurer is responsible for providing administrative and recordkeeping support to the Town Clerk and the Town Treasurer in their duties. Employee acts as Town Clerk and Town Treasurer in their absence under State Statutory authority. Employee is required to perform all similar or related duties.

Supervision Required: Under general direction, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations not covered by existing rules or regulations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. The work performed is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee is not responsible for the regular supervision of town employees.

Confidentiality: Regular access at the departmental level to a wide variety of confidential information, including personnel records, client records, criminal investigations, court records, financial records.

Accountability: The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delays of service or legal repercussions to the municipality.

Judgment: The work requires the employee to examine, analyze and evaluate facts and circumstances surrounding individual problems, situations or transactions in order to determine the appropriate actions to be taken within the limits of standard or accepted practices, rules, regulations or laws. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Independent judgment is used to analyze or evaluate specific situations to determine appropriate actions. Employee is expected to weigh the efficiency of various actions and the relative priorities in conjunction with established goals and objectives. The employee is required to understand, interpret and apply applicable federal, state, or local regulations.

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Complexity: The work consists of a variety of duties which follow established practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of an indoor environment in a municipal setting, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Relationships: Contacts are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks, property developers, or contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or to deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risk: Duties of the job present little potential for personal injury. Risk exposure is similar to that found in a municipal office setting.

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.

Town Clerk

Provides customer service both in person and on the telephone for all aspects of the operation of the Department. Receives, responds to and directs visitors, telephone calls, and incoming mail as appropriate.

Processes and maintains the department's vital records and sends them to the State and other jurisdictions as required or directed.

Provides clerical support to the Town Clerk's office, prepares documents and correspondence, makes copies and tracking of business certificates, maintains and updates records and files for the Town Clerk.

Performs data entry for the issuance of a variety of licenses, permits and records issued by the Town Clerk office.

Processes additional related documents including business certificates, pole and conduit orders and public posted meetings. Maintains hearing room and conference room schedule.

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Performs a range of duties in support of the election function including but not limited to voter registration, preparation of voter lists for town, state and federal elections, verifies voter signatures on petitions and nomination papers; processes absentee ballot requests.

Organizes, preserves, and files permanent records such as vital records and historical documents.

Participates in the yearly census work.

Keeps track of and swears in Town Committee, Commission and Board Members, as needed.

Town Treasurer

Responsible for processing the Town's bi-weekly payroll including all deductions; provides assistance as required to new Town employees to complete required paper work.

Conducts research for previous Town of Wellfleet employees for Barnstable County retirement, Great West mandatory retirement in lieu of Social Security and Massachusetts teachers' Retirement; keeps track of W-4's and W-9's.

Processes cash turnovers for all Town Departments.

Recommended Minimum Qualifications:

Education and Experience: Equivalent to high school plus additional training equal to one to two years of college, attainment of Associates level of post-secondary education, journeyman ability and a minimum of three to five (3-5) years of office experience; or an equivalent combination of education and experience.

Special Requirements: Valid Class D Motor Vehicle Driver's License. Ability to be bonded and to successfully complete a CORI certification as a condition of employment.

Knowledge, Abilities and Skill

Knowledge: Knowledge of office software programs including word processing and spread sheet applications. Familiarity with Town Clerk and Town Treasurer office operations and state laws pertaining to these functions including but not limited to elections, voter registration, cash receipts, payable and payroll.

Abilities: Plan and prioritize work, and to perform multiple tasks in a timely and organized manner and be self motivated. Ability to provide effective customer service to the public. Ability to access the Internet in order to obtain information in support of department operations such as working on websites, accessing insurance and vital statistics, etc.

Skills: Perform work accurately and efficiently despite frequent interruptions, organization and

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communication skills, and strong attention to details.

Physical and Mental Requirements

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 position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a personal computer, office equipment, keyboarding and/or word processing, filing, sorting of papers, or operating a motor vehicle.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

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.