

TOWN OF SANDOWN, NH

OFFICE ASSISTANT TO THE BOARD OF SELECTMEN

PRIMARY PURPOSE:

Perform a variety of clerical and administrative work in keeping official records, providing support to administrative staff, and assisting in the administration of standard operating procedures and guidelines of the Town Offices.

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Town Administrator and within the established Town of Sandown and departmental policies and procedures, the incumbent performs the following functions:

ESSENTIAL FUNCTIONS:

- The Office Assistant works under the direction of the Town Administrator. Receives the public and answers questions, responds to inquiries from citizens, Department Heads and other Town employees and refers to the appropriate person, if necessary. Answering telephones, emails and handling the customer service window are the main function of this position.
- Receives and distributes incoming mail and processes outgoing mail.
- Schedule appointments, as necessary.
- Assist with planning and hosting public events.

SECONDARY FUNCTIONS:

- Ordering supplies and clerical support for other departments as needed.
- Provide support to the Assessing Department to include filing, correspondence and assistance to residents.
- Attend Selectmen's meetings and transcribe meeting minutes in the absence of a Recording Secretary.
- With Town Administrator approval, position may elect to become a member of the Joint Loss Management Committee.
- Must have the ability to work independently and take initiative and use sound judgment to problem solve and make recommendations.
- Must have the ability to prioritize work and keep matters confidential.

- Must have the ability to express communication both in writing and orally.
- Must have the ability to establish and maintain effective working relationships with employees, other agencies and the public.
- Applicant must be able to pass a full criminal background check.

KNOWLEDGE, SKILLS AND ABILITIES:

Individuals must possess the knowledge, skills and abilities listed or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation. Using some other combination of skills and abilities and to possess the necessary physical requirements, with or without the aid of mechanical devices to safely perform the essential functions of the job:

1. Physical requirements include the ability to pick, pinch, type or otherwise work primarily with fingers rather than with the whole hand or arm as in handling. Ability to express or exchange ideas by means of the spoken word. Ability to receive detailed information through oral communication.
2. Visual acuity sufficient for work which deals largely with preparing data, transcription, computer terminal operation, extensive reading.
3. Requires the ability to understand and follow simple instructions and to use and operate office equipment including computers, telephones, fax machines and copy machines.

WORK SCHEDULE:

Up to 20 hours per week with occasionally more hours to cover vacation time for other office employees.

QUALIFICATIONS:

Individuals must be at least 18 years of age, have a high school degree and should have some knowledge of office functions. Prior municipal experience is preferred.

COMPENSATION:

This is a part time position with an hourly rate.

This job description is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in the job.

I have read and understood the above-stated job description for the Office Assistant to the Board of Selectmen position in the Town of Sandown. By signing below, I am attesting that I am willing and able to perform in this capacity.

Employee Signature

Date

Print Employee's Name

PHYSICAL ACTIVITY REQUIREMENTS:

PRIMARY PHYSICAL REQUIREMENTS

Lift up to 10 lbs: frequently
Lift 11 to 25 lbs: occasionally
Lift 26 to 50 lbs: rarely
Lift over 50 lbs: rarely

Carry up to 10 lbs: frequently
Carry 11 to 25 lbs: occasionally
Carry 26 to 50 lbs: rarely

Reach above shoulder height: frequently
Reach at shoulder height: frequently
Reach below shoulder height: frequently
Push/Pull: frequently

HAND MANIPULATION

Grasping: frequently
Handling: frequently
Torquing: occasionally

CONTROLS AND EQUIPMENT:

Use of general office equipment including but not limited to: computer, calculator, copy machine, scanner, fax machine, telephone, stapler and scissors

OTHER PHYSICAL CONSIDERATIONS

Twisting: occasionally
Bending: frequently
Crawling: rarely
Squatting: occasionally
Kneeling: occasionally
Crouching: occasionally
Climbing: frequently
Balancing: frequently

WORK SURFACE(S)

Position requires working in general office environment at a desk, walking on tiled or carpeted floors and occasionally climbing and descending stairs.

ADDITIONAL PHYSICAL ACTIVITY REQUIRMENTS

Individuals must possess the knowledge, skills and abilities listed or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation. Using some other combination of skills and abilities and to possess the necessary physical requirements, with or without the aid of mechanical devices to safely perform the essential functions of the job:

1. Physical requirements include the ability to pick, pinch, type or otherwise work primarily with fingers rather than with the whole hand or arm as in handling. Ability to express or exchange ideas by means of the spoken word. Ability to receive detailed information through oral communication.
2. Visual acuity sufficient for work which deals largely with preparing data, transcription, computer terminal operation, extensive reading.
3. Requires the ability to understand and follow simple instructions and to use simple equipment involving few decisions.

Employee Signature

Date

Print Employee's Name