

Town of Hill, NH
Selectmen's Office
Job Description

Job Title: Administrative Secretary

Employment Status: Part-time (24 hrs/Wk)

Job Summary: Assists the Board of Selectmen in coordinating a wide variety of general administrative functions and performing a full range of highly responsible secretarial and administrative support duties. Work requires the extensive application of knowledge of municipal organizations and programs in meeting a wide variety of problems involving continual public and interdepartmental relations.

Supervision Received: Works under the general supervision of the Board of Selectmen. Performs regular duties on own initiative, exercising some degree of judgment. Provides a high degree of confidentiality and tact. This position is evaluated annually by the Selectmen based on the work completed and the adherence to duties and team performance.

Essential Duties:

1. Coordinates the daily administrative functions of the Office of the Selectmen. Must be highly organized and efficient.
2. Receives and screens visitors to the office and incoming telephone inquiries; answers inquiries from employees, Town and outside officials, and the general public verbally and in writing through research and by personal knowledge. Determines matters requiring attention of the Selectmen and keeps Selectmen apprised of ongoing activities within the Town.
3. Schedules appointments and prepares the agenda for all Board of Selectmen meetings; organizes backup data material for meetings. Posts and publishes meetings as required by law or ordinance. Attends Selectmen's meetings to provide input and take meeting minutes; transcribes, types and distributes meeting minutes.
4. Prepares required State and federal government forms, completes surveys and questionnaires; creates forms, reports and spreadsheets, drafts guidelines, warrant articles, and policies for Selectmen's approval; composes and types correspondence for Selectmen's signature.

5. Maintains property assessment records, deed transaction records, and tax maps. Assists Assessor with property assessments and mapping of lots as needed. Processes and maintains Intent to Cut & Excavate forms and prepares warrant for collection.
6. Assists in gathering and compiling other reports for the Annual Town Report; assists with proofing the Annual Town Report prior to printing.
7. Gathers, organizes, and maintains policies and procedures, catalogs policies and procedures for easy access. Drafts changes to these policies and procedures for Selectmen approval as needed.
8. Maintains a clean and safe work environment.
9. As necessary, processes welfare applications, researches options for assistance, and makes recommendations to welfare applicants.
10. Assists Town Clerk with the administration of the town website.
11. Assists the Selectmen and Town Clerk with the tax deeding processing.
12. Performs other duties as required by the Board of Selectmen.

Knowledge, Skills and Abilities Required:

Thorough knowledge of secretarial practices and procedures; thorough knowledge of business English, spelling, vocabulary and arithmetic; thorough knowledge of modern office equipment, including computers. Considerable knowledge of Town operations and organization. Knowledge of State statutes dealing with town administration; knowledge of Town Office administrative procedures. Working knowledge of research methods and techniques; Skill in the use of personal computers and customary office software, especially word processing and spreadsheet software. Ability to work independently and make decisions as necessary, ability to take and transcribe meeting minutes; ability to maintain administrative and general records and to prepare reports and answer questions from records; ability to speak, write and communicate effectively; ability to prepare effective correspondence and ability to read and interpret deeds, plans, and tax maps. Ability to be detail oriented, organized, work well under pressure and maintain a high level of professionalism and confidentiality at all times; ability to handle multiple tasks simultaneously; ability to prioritize tasks; ability to maintain effective working relationships with high level officials, department heads, employees, and the general public and to deal with public relations problems courteously and tactfully.

Minimum Qualifications Required:

1. A High School Degree.
2. Six years of progressively responsible administrative experience, preferably in a municipal office.
3. OR Formal Education such as Associate degree in Office Management, Business/Public Administration, and 3 years of progressively responsible administrative experience, preferably in a municipal office.
4. OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.
5. Experience with office software such as MS Office.

Physical Exertion/ Environmental Conditions:

(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.)

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands to move, handle, and feel objects or controls, reach with hands and arms, bend, and lift and/or move 25 pounds or less.

Employee

Date

Selectmen

Date

Selectmen

Date

Selectmen

Date