

## **Town of Northfield**

Town of Northfield is accepting applications for Administrative Assistants to the Conservation Commission and Planning Board.

The positions are Grade 5 on the Town Pay/Classification system and have an hourly starting pay range of \$15.82 per hour. The position will be less than 100 hours/year.

The position requires organizational skills, ability to prioritize, and attention to detail. Ability to attend scheduled meetings and record minutes is essential. Computer and office equipment experience required. This is a part-time, unbenefited position with evening meetings.

Applications and complete job description are available online; [www.northfieldma.gov](http://www.northfieldma.gov), under Employment Opportunities and at Town Hall; 69 Main St. Northfield, MA 01360. Completed applications should be sent to Town Hall addressed to the Office of the Town Administrator. Position open until filled. EOE

**Town of Northfield, Massachusetts  
Job Description**

<b>Position Title:</b>	Administrative Assistant	<b>Grade Level:</b>	5
<b>Department</b>	Conservation Commission	<b>Date:</b>	Dec. 16, 2014
<b>Reports to:</b>	Town Administrator	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** The employee is responsible for the provision of a wide range of administrative and clerical support services in support of the Planning Board and Conservation Commission. Employee is required to perform all similar or related duties.

**Supervision Required:** Under the direct supervision of the Town Administrator with guidance from the Chairman of the Planning Board and Chairman of the Conservation Commission, clear, detailed, and specific instructions govern the work or are explained with each assignment. Questionable situations are referred to the supervisor. The supervisor reviews the work in progress or upon completion as necessary.

**Supervisory Responsibility:** The employee, as a regular part of the job is not required to supervise any Town employees.

**Confidentiality:** In accordance with the State Public Records law, the employee has access on a department-wide basis to confidential information such as law suits, client and department records, and official personnel files.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, legal repercussions, monetary loss, and adverse public relations.

**Judgment:** Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practice, procedure, regulation, or guideline to apply in each case.

**Complexity:** The work consists of a variety of duties which generally follow standardized 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 each particular situation.

**Work Environment:** Employee performs work in a municipal office setting subject to frequent interruptions. The employee may be required to work beyond normal business hours in order to attend evening Board/Committee meetings

**Nature and Purpose of Relationships:** Relationships are primarily with co-workers, committee members, 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. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

**Occupational Risk:** Duties of the job present little potential for injury to the employee. The

Administrative Assistant -Planning Board and  
Conservation Commission  
Adopted by Selectboard Dec. 16, 2014



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level of occupational risk exposure to the employee is similar to that found in a municipal office setting having frequent contact with the public.

**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.*

Regularly checks mail and phone messages at Town Hall. Determines appropriate course of action based on incoming mail and calls. Communicates time-sensitive matters to the appropriate Chairperson or Board member.

Prepares agenda and notifies Board members of meetings and/or hearings; attends meetings and/or hearings and takes and transcribes meeting minutes; prepares legal documents for recording; prepares legal notices for posting, prepares and types correspondence, files all records.

**Recommended Minimum Qualifications:**

**Education and Experience:** High school diploma or equivalent; one (1) year prior work experience; or an equivalent combination of education, training and experience.

**Special Requirements:** None required.

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of office operating practices and procedures including state laws and town ordinances pertaining to the provision of Planning Board and Conservation Commission services. Knowledge of technology including but not limited to office software (word processing and spread sheet applications) and the Internet in support of department operations. Working knowledge of various department operating budgets and line item appropriations.

**Abilities:** Ability to work independently, and be self-motivated. Ability to establish and maintain effective working relationships with employees of the Town as well as citizens of all ages and to deal effectively with disgruntled members of the public. Ability to manage multiple tasks and work with numbers in detailed, accurate, timely and effective manner. Ability to take initiative in responding to various requests for information or in response to a wide range of issues impacting the Town services.

**Skills:** Proficient customer service skills; proficient written and oral communication skills; good common sense. Proficient technology and personal computer keyboarding skills. Proficient bookkeeping skills

**Physical and Mental Requirements**

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*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 essential functions of the position. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The employee is occasionally required to lift, push, or pull objects such as books, office equipment, and computer paper.

**Motor Skills:** Position requires the application of basic motor skills for activities including but not limited to operating a personal computer, office equipment, word processing, pushing, pulling, or lifting office equipment, and sorting and/or of papers.

**Visual Skills:** Position requires the employee to constantly read documents and reports for understanding and analytical purposes. The employee is rarely required to determine color differences.

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