

# **Town of Truro**

## **Job Description**

### **Office Assistant 1**

**Title:** Office Assistant 1  
**Classification Grade:** Grade 7  
**Reports To:** Town Manager in conjunction with Building Commissioner and Conservation/Health Agent

Liuna Union position

#### **Weekly Hours:**

Average work week is 19 hours per week; approximately 3.8 hours per day, 5 days per week. Works under the direction of the department heads (Building Commissioner and Conservation/Health Agent), and Town Manager.

#### **Job Environment:**

Work is performed in a typical office setting. Must be willing to interact well with fellow employees and the public in a courteous, helpful and respectful manner and to lend assistance where needed.

#### **Specific Duties:**

The essential functions or duties listed below are intended only as illustrations of the various types 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.

1. Assists department in revising and maintaining filing system; assists health agent in maintaining and updating spreadsheet files used to track permits.
2. Performs various clerical duties, including filing, record-keeping, phone, data processing, etc. Assists health agent by receiving, logging and filing septic system inspection reports.
3. Typing including word processing and spreadsheet applications; sending form letters notifying homeowners that, based on the results of their septic system inspection reports and upgrade of their septic system is or is not needed.
4. Processes and records permits, schedules inspections and prepares reports/receipts for wiring, plumbing and gas permits.
5. Provides assistance to department head with general office work as needed, including routine filing and correspondence.
6. Answers phone; provides assistance to those seeking information on building permit applications and board of health-related information; assists the public in finding and copying permits and other information in department files.

7. Interacts with fellow employees and the public and professionals in a courteous, helpful, respectful and amiable manner and be willing to lend assistance where needed.
8. Performs other job-related work as required.

**Required and Desired Qualifications:**

1. High School graduate with courses in office procedures; at least one year of experience in a clerical or related field; or an equivalent combination of education and experience.
2. Ability to work independently with minimal amount of supervision.
3. Dependability and good work attitude.
4. Ability to follow orders and use independent judgement when needed to successfully complete assignments.
5. Ability to communicate clearly both orally and in writing in the English language.
6. Good computer skills and ability to use word processing and spreadsheet applications. Familiarity with other office equipment such as a typewriter, adding machine, postage machine, photocopier, etc.
7. Ability to exhibit patience and diplomacy with the public.
8. *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.*

Regularly required to maintain a stationary position, move about the inside of the building, position self to reach low objects (objects under desks, in filing cabinet drawers); must be able to manipulate objects, tools or controls, and be able to pick up and use paper, books, and other common office objects. Ability to communicate with members of the public and exchange accurate information. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed.

(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.)

The Town of Truro is an equal opportunity employer.)

1/01;8/04; 7/06; rates: 9/09-1/14.