

**TOWN OF TRURO
JOB DESCRIPTION
OFFICE ASSISTANT 3 - ASSISTANT TO THE
TOWN CLERK/TREASURER/COLLECTOR OF TAXES**

Title: Office Assistant 3-Assistant to the Town Clerk/Treasurer/Collector of Taxes
Classification Grade: Grade 9A
Reports To: Town Clerk/Treasurer/Collector of Taxes

Salary Basis (Hourly):
LIUNA Union

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
fy14	\$20.95	\$21.83	\$22.66	\$23.58	\$24.49	\$25.38
fy15 tbd						

Weekly Hours:

Full-time position of thirty-five hours, as scheduled and approved by the Town Clerk/Treasurer/Collector of Taxes, within the normal business week of the Truro Town Hall, Monday through Friday, 8 A.M. through 4 P.M. Works under the direction of the Town Clerk/Treasurer/Collector of Taxes. Under the provisions of the Truro Charter, the appointing authority is the Town Administrator. The employee is accountable to both the Town Administrator and Town Clerk/Treasurer/Collector of Taxes.

Job Environment:

Work is performed in a typical office setting. Must be able to interact well with fellow employees and the public in a courteous, helpful and respectful manner and be willing to lend assistance where needed. Errors could result in monetary loss to the town, legal repercussions, delay and confusion over expenditures, account balances, and processing.

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.

A. Responsibilities for the Office of the Town Clerk:

1. Assists in the recording and maintaining of all vital records and statistics (births, marriages and deaths) received; provides monthly reports to state on same;
2. Assists in the recording and tracking of non-criminal ticket fines, provides notification to issuing agency (appropriate department) when same are paid and/or remain unpaid;
3. Assists in the issuance of a variety of licenses, permits and certificates, including hunting, fishing and dog licenses, and prepares related reports;
4. Assists in the processing and maintaining of all street listing data, town records and other documents in compliance with state statutes and Town bylaws; prepares certified copies of all documents under office jurisdiction upon request;
5. Assists with record-keeping and the receipt and filing of documents, meeting minutes, various applications and appeals;
6. Assists in the preparation of Town Meetings and Town elections as required;
7. Assists in the administration and overall operation of departmental activities;
8. Provides computer data entry and word processing duties for the Office of the Town Clerk;
9. Provides staff support to the Office of the Town Clerk, and performs other related clerical tasks as assigned.
10. Performs similar or related work as required or as situation dictates.

B. Responsibilities for the Office of the Town Treasurer:

1. Collects fees, departmental money receipts, and payments as assigned, and is responsible for record keeping, documenting and reconciling such transactions and receipt of revenues and fees;
2. Prepares cash, coins and checks for bank deposit, and is responsible for documenting such transactions; makes deposits at the bank;
3. Reconciles all bank accounts, including, but not limited to, payroll and vendor;
4. Assists with data entry of financial transactions, and keeps accurate, complete records of all financial transactions of the town;

5. Processes vendor checks for mailing;
6. Prepares reports as required for federal, state and local laws;
7. Coordinates enrollments, transfers, and buyback of time for the County Retirement Board;
8. Processes biweekly payroll, including data entry and all reporting on the local, state and federal level;
9. Provides staff support to the Office of the Town Treasurer, and performs other related clerical tasks as assigned;
10. Performs similar or related work as required or as situation dictates.

C. Responsibilities for the Office of the Collector of Taxes:

1. Under the direction of the Collector, prepares real estate, personal property, motor vehicle, and boat excise tax billings, including demands and warrants;
2. Assists in the accurate processing of payments for excise, personal property and real estate taxes; reconciles cash received with amounts due; posts amounts received to accounts; prepares cash reports for amounts deposited; maintains records of receipts, abatements and refunds; reconciles balances of all books; handles mailings of all taxes;
3. Calculates interest and charges on overdue bills; answers inquiries from taxpayers over the telephone and in person; performs research as required to resolve problems; updates records, as needed;
4. Researches and prepares municipal lien certificates requests; assists the collector in preparing lists of taxpayers for tax title taking; prepares paperwork for tax liens and interoffice correspondence on tax liens; prepares paperwork for tax foreclosures;
5. Provides staff support to the Office of the Collector of Taxes, and performs other related tasks as assigned;
6. Performs similar or related work as required or as the situation dictates.

D. Miscellaneous Responsibilities:

1. Assists municipal officials and employees with the use and management of the municipal postage meter;

2. Provides public information and referral assistance to the public;
3. Assists on special projects requiring clerical work and/or general research, as necessary;
4. Provides other clerical and administrative support for municipal affairs under the auspices of the Town Clerk/Treasurer/Collector of Taxes and the Town Administrator;

Desired Qualifications:

1. College degree at the associate's or bachelor's level in the areas of accounting, business management, computer science, or related field;
2. Two years' related office secretarial, accounting, bookkeeping, or banking experience;
3. Computer expertise in word processing and spreadsheet applications, with excellent word processing and typing expertise;
4. Ability to use and operate office machinery including personal computer, typewriter, adding machine, printer, postage meter, etc;
5. Ability to follow orders and use independent judgement when needed to successfully complete assignments;
6. Ability to communicate clearly, both orally and in writing, in the English Language;
7. Ability to exhibit patience and diplomacy with the public;
8. Ability to understand and perform mathematical and bookkeeping functions;
9. Ability to solve problems, think logically and analytically, exercise good judgement and discretion;
10. Possess general knowledge of the applicable provisions of the Massachusetts General Laws pertinent to the Town Clerk/Treasurer/Collector of Taxes functions.

Minimum Required Qualifications:

1. Possession of a high school diploma, or equivalent;
2. A minimum of two years' successful office or banking experience in the areas of secretarial and computer responsibilities, accounting, bookkeeping, filing and word processing;
3. Ability to answer a telephone and use office equipment, including a computer keyboard, typewriter, adding machine, postage meter and photocopier;
4. Ability to perform light lifting;
5. Ability to sit in a chair at an office work station for extended periods of time;
6. Ability to do filing that requires bending from the waist either from a standing or sitting position;
7. Ability to read, write and speak English;
8. Ability to act in a professional and effective manner with diverse segments of the public.

12/2000; w/amend 2001

7/02; 5/11: fy11; fy12-fy14