

**TOWN OF BARRE  
POSITION DESCRIPTION**

**Position Title:** Administrative Assistant Town Clerk II  
**Department:** Town Clerk  
**Reports to:** Town Clerk  
**Exempt/Non-Exempt Status:** Non-Exempt

**Grade Classification:** Class 3  
**Position Description Approved:**  
**Position Description Revised:** 1-10-24  
**Last printed:** 1/11/2024 6:53 PM

---

***Position Summary:***

Part-time. Responsible, accountable, dependable, administrative, secretarial and clerical duties. Assisting the Town Clerk in day to day operations as well as preparing for Town Meetings, elections, and census. Assists with maintaining various databases, software programs, filing, keeping official municipal records, collecting fees, issuing of various licenses, permits, and official documents. Communicates & assists the public, elected and appointed officials and other departments, boards and committees with departmental matters and all other related work as required. In the absence of the Town Clerk and Asst. Town Clerk, may perform additional functions.

***Supervision Received:***

Works directly under the Town Clerk and Assistant Town Clerk in strict accordance with applicable Federal, State, County and local laws, bylaws, policies and regulations. Work requires ongoing supervision with questionable situations being referred to Town Clerk, or in the absence of the Town Clerk, legal counsel.

***Supervision Exercised:***

Assisted supervision is exercised regularly during genealogical and record searches by the public, during repairs or maintenance of vendors, community service workers as well as election workers during all election or town meetings.

***Essential Duties and Responsibilities:***

Performs routine duties of a clerical nature. Work involves the ability to follow well defined procedures. Errors may not always be detected and could easily result in administrative problems, legal issues and/or adverse public relations. Has access to department and personal related confidential information. Has frequent contact with the general public.

Assists the public in person, by mail, email, fax or phone with all types of questions and needs, most often under time restraints. Under the direction of the Town Clerk, issues and assists in the creation of confidential & public vital permanent and original records such as birth, marriage, death and burial permits and records as well as certifying and attesting to true certificates thereof. Issues dog, business, raffle and other types of licenses.

Assists the Town Clerk in record keeping, voter registration, maintaining street and voter lists, assists in maintaining various databases, and assists with maintaining vital records and statistics. Records birth, marriage and death records. Assists with the Federal and Annual Town Census. Assists with Conflict of Interest Law, Open Meeting Law, Public Records Law and Oath filings as well as maintaining and tracking renewals.

Assists with the day-to-day operation of the Town Clerk's office. Prepares and completes various forms and required reports with direction from Town Clerk. Composes and types public and departmental correspondence under direction from Town Clerk. Receives and files minutes of meetings of all town boards and committees as well as daily correspondence and other records. Answers phone, waits on counter, collects and records all money received.

Assists with testing voting equipment, preparations and coordinating for town meetings and elections and assists with related record keeping and the reporting of such events.

***Desired Minimum Qualifications:***

**Education and Experience:**

Associates Degree in Business Administration, Government or related field with 3 - 5 years experience in a responsible (preferably municipal) administrative/clerical position desired or any equivalent combination of education and experience. Experience in maintaining official records, dealing with the public or in a municipal government setting highly recommended. Computer knowledge of MS Access, Excel and Word required. Experience/knowledge of Central Voter Registry Program preferred (training will be mandatory). Experience in dealing with confidential information and situations.

**Special Requirements:**

- Must have a valid Massachusetts Driver's License and transportation.
- Ability to meet bonding requirements set forth by the Town's insurer.
- Ability to perform basic Town Clerk functions and cover hours in the absence of the Town Clerk and Asst Town Clerk (occasionally on short notice) and to provide extra coverage (hours) during busy times.
- Ability to become certified by the Central Voter Registry.
- Ability to become a Notary Public.
- Ability to communicate with the General Public, Local, County, State and Federal agencies, both in written and verbal form.
- Ability to deal with and resolve all issues appropriately, effectively and in a timely manner.
- Ability to work closely with the Public as well as with the Town Clerk, staff and other Town Officials.
- Ability to type, file, write, data entry and use office equipment accurately.
- Ability to interpret, follow, and apply directions, procedures, and regulations from Town Clerk based on Local, County, State and Federal laws pertaining to Record Management, Elections, Public Records, Licensing, etc.
- Ability to understand day to day functions, office procedures, regulations, record management and all information pertaining to public and confidential records.
- Ability to identify, understand and make an independent judgement pertaining to statutory obligations in relation to the Town Clerk Office.
- Ability to prioritize and meet deadlines in a timely fashion.
- Ability to work in both moderate and high paced environments independently.
- Ability to provide supervision over election officials and report back to Town Clerk.
- Ability to recognize confidential vs. public records, accurately segregate confidential records, give out public information and restrict access on confidential information and understand the legal obligations and liabilities pertaining to such records.
- Ability to respect and maintain a high degree of confidentiality.

**Necessary Knowledge, Skills and Abilities:**

Working knowledge of general office procedures and skill required in the performance of secretarial and clerical duties. Ability to deal with the public in a diplomatic and efficient manner. Ability to communicate clearly and concisely in person, by phone and in writing. Ability to establish and maintain effective working relationships with town officials. Ability to maintain accurate, detailed records. Skill in operation of listed tools and equipment.

***Tools and Equipment Used:***

The position requires the ability to operate standard office equipment including but not limited to: personal and networked computers (including the Commonwealth's Central Voter Registry) including software such as MS Word, MS Access (database management), MS Excel software as well as custom programs. Telephone/answering system, calculator, fax machine, scanner, various printers, typewriter, copy machine, postage meter, humidifiers. Binding machine, laminating machine, and cutting tools. Voting machines and equipment.

***Physical Demands:***

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, bend, lift, reach, twist, squat, kneel and push. The employee must be able to see, hear, and speak clearly. Be able to read both type and hand written books and documents. Be able to print and write legibly. The employee is frequently required to use arms to lift and carry 20-30 pounds, hands to finger, handle or operate objects, tools or controls.

The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus. Specific hearing abilities required by this position include ability to hear clearly for accurate recording and testing purposes and computer prompts.

***Work Environment:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee works under typical office conditions. The noise level in the work environment is usually moderate with noise coming from computers equipment, humidifiers, generator, telephones, various office equipment and general public.

***Work Schedule:***

The work schedule is shared but fairly regular with periods of extreme activity at times. Work is generally moderately paced but can be fast paced and high pressured at times and seasons in order to meet deadlines. Some work days may be longer than eight hours but in general the position requires a shared average of 13.34 hours per week and **on occasion** up to 40 hours per week. Required to provide coverage during regular office hours during Town Clerk or Asst Town Clerk's scheduled absence due to vacation or conference time. May be required to work evenings or weekends as the situation dictates or on short notice to provide office coverage due to Town Clerk and Asst Town Clerk illness, emergency or unforeseen circumstance.

***Selection Guidelines:***

The successful candidate will be appointed by the Town Clerk.

***Summary:***

The duties listed above 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.

The position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the position change.