

Town of Tilton
Job Description: Administrative Assistant: Full time, Salaried, Exempt
April 2014

1.

ADMINISTRATIVE ASSISTANT

JOB SUMMARY

Performs a wide variety of professional executive secretarial duties, which support the operation of the Board of Selectmen's office. May provide support to other municipal management functions as needed. Interfaces with the department staff and the public. Must exercise discretion, possess office skills, be able to prioritize workload and maintain confidentiality.

SUPERVISION RECEIVED

Works under the general supervision of the Board of Selectmen and the Town Administrator. Duties are performed independently or with consultation with the Town Administrator on matters of unusual nature or when policy or practices and procedures are changed.

PRIMARY DUTIES

Attends meetings of the Board of Selectmen and records and transcribes the minutes of those meetings.

Answers public inquiries and complaints, notifies the Board of Selectmen and Town Administrator of inquiries and complaints as necessary.

Produces a wide variety of correspondence, memoranda, reports and contracts.

Prepares the Board of Selectmen's meeting agendas, types and mails forms, correspondence and notices. Posts legal notices. Coordinates information with other Town departments.

Receives inquiries by telephone, email and in person from varied sources including the public, elected and appointed officials, state and federal agencies, etc. and provides the appropriate answers or refers the questions to the appropriate Town department or agency.

Schedules appointments for the Town Assessor. Meets with residents to take applications and explain requirements of tax exemptions and tax credits.

Mails and tracks Form BTLA A-9 to all property owners with charitable tax exemptions.

Prepares and deposits the Board of Selectmen's cash receipts (including Public Works, Land Use Office, Police Department, and Boards/Committees that receive income) on a timely basis.

Maintains employee's personnel and fringe benefit files.

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2.

Processes reservations/application forms for use of municipal facilities, i.e. Town Hall, Island Park, Riverfront Park, etc.

Processes applications for community service program.

Responsible for ordering and issuing keys to personnel authorized by the Board of Selectmen to obtain keys to town facilities.

Coordinates special meetings and ceremonies for the Board of Selectmen.

Prepares invoices for commercial haulers.

Purchases and/or best option for town office supplies, researches equipment purchase options and maintains the postage meter and usage.

Works in conjunction with the Information Technology Director. to oversee the normal operation and maintenance of the Town Hall office equipment, i.e. photocopy machine, fax machine, postage meter, etc. at the direction of the Town Administrator.

Assistant Welfare Director; works with general assistance clients/applicants to decipher relevant information, make appropriate referrals and helps client to obtain application and make appointments. Maintains human service confidentiality

Performs other related duties as required. Multi-tasking a pre-requisite.

KNOWLEDGE, SKILLS AND ABILITIES

Possesses working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.

Ability to read, write and speak English.

Possesses skills in operating the listed tools and equipment.

Possesses ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

MINIMUM QUALIFICATIONS

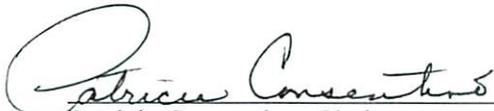
High school graduate or hold an equivalency certificate with a concentration in business/secretarial curriculum. A minimum of five (5) years of secretarial experience with at least one (1) year in a position requiring substantial administrative efforts.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

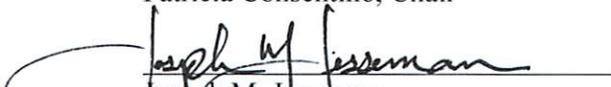
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is sedentary, typically performed while sitting at a desk or table. There may be some walking, standing, bending and carrying light objects such as papers and books. No special physical demands are required to perform the work.

The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices and meeting rooms.


Patricia Consentino, Chair


Katherine D. Dawson, Vice Chair


Joseph M. Jesseman


Albert LaPlante


Jonathan G. Scanlon


Date Revised

TILTON BOARD OF SELECTMEN