

**JOB TITLE: ADMINISTRATIVE FILE CLERK**

**DEPARTMENT: ADMINISTRATION**

**CLASSIFICATION: FULL-TIME**

**FLSA: NON-EXEMPT**

**SALARY: \$13.00 PER HOUR**

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**JOB SUMMARY:**

Under general direction of the Town Clerk-Treasurer, assists in matters relating to filing and organizing. In addition, greeting the public, answering the telephone, and providing general clerical support to the Town Clerk, Mayor, and administrative staff.

**MAJOR DUTIES:**

- Establishes, updates, and maintains town files, inventories, records, forms, data, and applications, as required.
- Files projects, programs, agreements, and grants both electronically and hardcopy.
- Establishes a records retention schedule and prepares files for destruction.
- Deliver, recover, and distribute Town mail.
- Assist correspondence for Town administration.
- Assists the town clerk with the posting of meeting agendas and notices according to the Open Meetings Act resolution.
- Assists with the following duties of Utility Clerk/Receptionist:
  - Greeting the public, takes messages, and provides general information to visitors.
  - Answering telephones; referring calls to the appropriate individuals, departments.
  - Receiving payments for utilities, permits, business registration, facility rentals, and deposits from service window, mail, and drop-box.
- Assists other personnel when needed.

- Performs other related duties as assigned.

**JOB SPECIFICATIONS:**

- Skill in organizing resources and establishing priorities
- Skill in the use of personal computers and related software applications
- Record maintenance skills
- Database management skills
- Demonstrated ability to maintain confidentiality
- Ability to communicate both orally and in writing
- Ability to analyze and evaluate data and communications as it relates to area of assignment
- Ability to coordinate and direct a variety of complex tasks and assignments simultaneously
- Ability to work with a variety of organizations, both public and private
- Skill in utilizing such office equipment such as computer, calculator, copier/printer, phone system

**SUPERVISORY CONTROLS:**

The Town Clerk/Treasurer assigns work in terms of general instructions. Completed work is reviewed for accuracy and for compliance with policies and procedures.

**PERSONAL CONTACTS:**

Contacts are typically with co-workers, local elected officials, employees from other departments and state agencies, and the general public.

**PURPOSE OF CONTACTS:**

Contacts are typically to exchange information, file information in appropriate areas, resolve problems, and provide services.

**PHYSICAL DEMANDS:**

The work is typically performed with the employee sitting at a desk.

**WORK ENVIRONMENT:**

The work is performed in an office. Occasionally at the reception desk when the utility clerk/receptionist is absent.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:**

None.

**MINIMUM QUALIFICATIONS:**

1. High school diploma or General Educational Development (GED) test certificate;
2. Experience equivalent to two (2) year's full-time work in an office utilizing bookkeeping, accounting, data processing, and related financial skills.
3. Bilingual proficiency in speaking the English and Spanish language is preferred.

**ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

***\* This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the town.***