



Position Title: Secretary
Department: Assessing
Reports to: Deb Carbone, Assessing Manager
Hours: Full-time (35) hours
Date: May 13, 2021
Salary: \$19.04 - \$27.37

JOB SUMMARY: Performs routine clerical, secretarial and administrative work in bookkeeping, data processing, answering phones, receiving the public, providing customer assistance, and cashing for a major town department.

DUTIES AND RESPONSIBILITIES:

Type/process forms, statements, letters, receipts, vouchers, departmental reports, purchase requisitions and orders, billing invoices and payment lists, and other materials from copy, rough draft, transcription machine or general instruction; proofread for content. Edit using knowledge of grammar, punctuation and spelling.

Receive telephone calls and visitors to department. Screen for nature of business and refer to department head when necessary, or answer inquiries based on knowledge of department's operation.

Perform detailed work with numerical data and make arithmetic computations rapidly and accurately. Post financial data to ledgers, account books or other records. Serve as cashier including receipting various payments; prepare, total and balance receipts; prepare cash transmittal/deposit slips.

Act as a custodian of departmental documents and records. Establish and maintain filing systems according to established procedures; search files for information.

Compile statistics for department reports; assist in preparation of departmental budget. Prepare routine financial statements and reports as required by federal and state law, policies and procedures, or requested by the superiors.

Make basic interpretation and application of rules, regulations, laws, ordinances and operating procedures of the department. Refer more complex issues to appropriate authority.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High school diploma or GED, supplemented by specialized training in secretarial and/or bookkeeping skills. Three years of progressively responsible experience in a busy office environment with extensive customer contact, OR any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities. Valid Massachusetts driver's license.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS: Knowledge of modern office practices and procedures. Knowledge of operations particular to department assigned. Knowledge of business English, spelling, arithmetic and vocabulary. Working knowledge of computer hardware and software, particularly Microsoft Office. Demonstrated ability to type accurately and rapidly. Ability to transcribe letters and reports. Ability to communicate in oral and written form. Ability to maintain accurate records and files. Ability to establish and maintain effective working relationships with other departments, employees, and the general public.

The Town of North Reading is an equal opportunity employer. Candidates should submit a cover letter and resume to Human Resources, jobs2@northreadingma.gov OR to Town Hall, 235 North Street, North Reading, MA 01864

For a full job description, please visit the Town of North Reading's Job Opportunities webpage at <https://www.northreadingma.gov/human-resources/pages/job-opportunities>