



Position Title: Clerical Assistant
Department: Treasurer/Collector
Reports to: Maryann MacKay
Hours: Full-time (35) hours
Date: April 19, 2024
Salary: \$20.80 – \$22.79 Starting hourly rate

JOB SUMMARY: Performs responsible clerical work and administrative support duties for the office of the Treasurer/Collector.

DUTIES AND RESPONSIBILITIES:

- Balance drawer and receipts each morning. Record all accurately in the Cashbook.
- Sort and open daily mail. Process daily mail, balance, prepare deposits and record in Cashbook.
- Initial and assign number for Treasurer's Receipts from other Departments. Accurately record same in Cashbook and Deposit Book.
- Collect all forms of taxes, fees, payments from the general public, and maintain accurate records of reports for Accounting Department and Treasurer/Collector.
- Assist coworkers, departments and citizens over the service counter or by telephone, in completing related work activity and processes. Check records for banks, realtors and Lawyers.
- Assist with the daily posting and run reports during busy times.
- Enter, trace and retrieve billing or payment data from computer terminal. Calculate interest and demand charges for overdue bills.
- Process payments of bills from the office such as water, personal property and real estate tax; apply thorough knowledge of total procedure for carrying out process.
- Prepare, process, sort, verify for accuracy, file and maintain financial records and other documents in accordance with established systems, department policy and generally accepted accounting principles of the M.G.L.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High school diploma, with additional course work in bookkeeping and accounting, and three years of experience in governmental accounting and/or tax collecting procedures, or any equivalent combination of experience and training to demonstrate the knowledge, skills and abilities of the position.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS: Knowledge of basic business correspondence, English and grammar. Knowledge of computer data entry procedures. Knowledge of basic accounting to balance daily reports. Knowledge of business filing and record keeping procedures for a municipal revenue and taxing office. Proficiency with: computers for word processing, spreadsheet and database applications, 10-key calculator, photocopier and fax machine. Ability to transcribe data without errors. Ability to establish and maintain effective working relationships with supervisors, coworkers, municipal and county officials 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>



Physical Requirements			
PRIMARY		COGNITIVE AND SESNORY RQUIREMENTS:	
LIFT up to 10 lbs:	Occasionally required	Talking:	Necessary for communicating with others.
LIFT 11-25 lbs.:	Occasionally required	Hearing:	Necessary for receiving instructions and queries.
LIFT 26-50 lbs.:	Not required.	Sight:	Necessary to perform job effectively and correctly
LIFT over 50 lbs.:	Not required.	Tasting & Smelling:	Not required.
CARRY up to 10 lbs.:	Occasionally required.		
CARRY 11 to 25 lbs.:	Occasionally required.		
CARRY 26 to 50 lbs.:	Not required.		
CARRY over 50 lbs.:	Not required.		
REACH above shoulder height:	Occasionally required.	Other Physical Considerations	
REACH at shoulder height:	Frequently required.	Twisting:	Occasionally required
REACH below should height:	Occasionally required.	Bending:	Occasionally required
PUSH/PULL:	Occasionally required.	Crawling:	Not required.
		Squatting:	Occasionally required
		Kneeling:	Rarely required
DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:		Crouching:	Rarely required
		Climbing:	Occasionally required
Consecutive Hours		Balancing:	Not required.
Sit:	1 2 3 4 5 6 7 8 - Varies Daily		
Stand	2 2 3 4 5 6 7 8 - Varies Daily	HAND MANIPULATION	
Walk	3 2 3 4 5 6 7 8 - Varies Daily	Grasping:	Frequently required
		Handling:	Frequently required
Total Hours		Torquing:	Frequently required
Sit	1 2 3 4 5 <u>6</u> 7 8	Fingering:	Frequently required
Stand	<u>1</u> 2 3 4 5 6 7 8		
Walk	<u>1</u> 2 3 4 5 6 7 8		
Controls and Equipment:	Computer, telephone, copy and facsimile machines.		
Work Surfaces:	Standard office desk and chair;; computer work station; tile, carpet, cement floor; table; service counter.		