

**Town of Halifax, Massachusetts**  
**Job Description**

<b>Position Title:</b>	Administrative Assistant	<b>Grade Level:</b>	3
<b>Department</b>	Conservation Commission	<b>FLSA Status</b>	Non-Exempt
<b>Reports to:</b>	Town Administrator/Conservation Agent		

**Statement of Duties:** The employee is responsible for providing a wide range of administrative and clerical support services to the Conservation Commission. The employee is required to perform all similar or related duties.

**Supervision Required:** Under the general supervision of the Conservation Agent, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides instruction for new or unusual assignments. Unusual situations are referred to the supervisor for advice and further instructions. Supervisor reviews work to remain aware of progress, work methods, and technical accuracy. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

**Supervisory Responsibility:** The employee, as a regular part of the job is not required to supervise any town employees.

**Confidentiality:** In accordance with the State Public Records law, the employee has regular access to confidential information such as department records.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, legal repercussions, and adverse public relations.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent standard operating practice, procedure, regulation, or guideline.

**Complexity:** Work consists of a variety of duties that generally follow established standardized operating practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The employee performs work in a municipal office setting subject to frequent interruptions..

**Nature and Purpose of Relationships:** Relationships are primarily with the public, co-workers, committee members, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact, patience, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

**Town of Halifax, Massachusetts**  
**Job Description**

**Occupational Risk:** Duties of the job present little potential for injury to the employee. The level of occupational risk exposure to the employee is similar to that found in a municipal office setting having frequent contact with the public.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

Transcribes minutes of Conservation Commission meetings, forwards questions and/or concerns to the members of the Conservation Commission and/or the Conservation Agent as necessary for review and follow-up to requests for information or in response to issues.

Investigates, reviews and researches all applications for compliance with rules and regulations of the Conservation Commission.

Prepares reports, correspondence, presentations etc.

Performs a range of clerical/administrative duties including but not limited to the filing of papers, scheduling meetings and hearings of the Conservation Commission, prepares meeting agendas, administration of permits and licenses, procurement of office supplies or equipment, screening of incoming telephone calls, posting of meeting notices, updates and distributes licenses and/or permits that are issued by the Conservation Commission, the maintenance of supply inventory, and maintenance of the annual operating budget including the processing of invoices and the tracking of expenditures.

Performs special projects for the Conservation Commission as requested.

Participates in the preparation of the department's Annual Report for publication.

Attends seminars to maintain knowledge of changes in state or federal regulations/laws applicable to the Conservation Commission.

**Recommended Minimum Qualifications:**

**Education and Experience:** High School diploma or an equivalent apprentice level of trade knowledge; a minimum of one to three (1-3) years prior work experience; or an equivalent combination of education and experience which provides the required knowledge, ability and skill to perform the essential functions of the position in an effective manner.

**Special Requirements:** None required.

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of municipal licensing laws and regulations; knowledge of office management practices. Demonstrated knowledge of office software technology (word processing,

**Town of Halifax, Massachusetts**  
**Job Description**

mail merge, and spread sheet applications), report preparation skills, the Internet, and web site technology in support of department operations. Knowledge of the provisions of the State Open Meeting Law.

Abilities: Ability to plan and prioritize work, perform multiple tasks despite frequent interruptions; ability to work independently and be self motivated. Ability to deal effectively with disgruntled or uninformed members of the public, public officials, and town staff; ability to maintain highly sensitive and confidential information. Ability to manage multiple tasks in detailed, timely and effective manner as well as to receive directions from a variety of sources. Ability to take initiative and work under pressure in accordance with time deadlines in responding to various requests for information or in response to a wide range of issues impacting department services.

Skills: Proficient customer service skills; proficient written and oral communication skills, and good common sense. Effective organization, planning and time management skills. Critical thinking, negotiating, and problem solving skills. Proficient word processing and spread sheet office software and personal computer keyboarding skills.

**Physical and Mental Requirements**

*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 position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the essential functions of the position. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The employee is also required to lift, push or pull objects such as books, office equipment and computer paper.

**Motor Skills:** Position requires the application of basic motor skills for activities including but not limited to operating a personal computer, office equipment, word processing, pushing, pulling, or lifting office equipment, and the sorting/filing of papers.

**Visual/Auditory Skills:** The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*