

Town of Paxton Municipal Assistant

DEFINITION

The purpose of this position is to perform a range of responsible clerical, accounting and administrative work of substantial difficulty and responsibility in supporting the operations of the Town Clerk and Treasurer/Collector and any other department, as necessary. The Municipal Assistant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Municipal Assistant is a bondable position.

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.

- Responds to customer requests for information on department operations and functions. Assists and answers questions of the public, public officials, department heads and staff, in person and by telephone; receives complaints and responds to complaints appropriately; makes referrals as appropriate.
- Performs general clerical duties for the Town Clerk and Treasurer Collector and any other department as allocated.
- Assists the Town Clerk with updating the dog database, issuing licenses, and sending reminders to residents.
- Assists with the preparation of various letters, memos, reports, etc.
- Process payments received by mail, over the counter or online, for various tax payments.
- Process payments from Town departments and reports receipt of payment to departments. Assist with preparation of monthly reporting of Treasurer receipts.
- Responsible for the accurate preparation of municipal lien certificates
- Responsible for verifying accounts payable warrant and distribution of checks. May transfer monies between bank accounts to fund warrants.
- Regular attendance and punctuality.
- Performs similar or related work as required, directed or as situation dictates.
- Assists with local and state elections.

SUPERVISION RECEIVED

Under general direction, employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

JUDGMENT

The work involves numerous standardized practices, procedures, or general instructions that govern the work and requires additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

COMPLEXITY

The work consists of a variety of duties which follow standardized 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.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, restricted vital records, private resident information, lawsuits, and client records.

EDUCATION AND EXPERIENCE

High School diploma or equivalent; one to three years of experience in secretarial, administrative, or accounting work; or any equivalent combination of education, training, certification, and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of office practices and procedures. Thorough working knowledge of bookkeeping and financial record keeping. Familiarity with municipal government helpful. Must have working knowledge of Microsoft Word and Excel.

Ability: Ability to maintain complex financial records and to prepare reports from same. Ability to work effectively under time constraints to meet deadlines. Ability to operate various types of office equipment including a computer. Ability to utilize a wide variety of computer software applications including word processing, spreadsheets, and databases.

Skill: Skill in all the above listed tools and equipment. Good customer service skills.

WORK ENVIRONMENT

Majority of work is performed in an office setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills. Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills. Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills. Visual demands require routinely reading documents for general understanding and analytical purposes.