

TOWN OF ROCKLAND

Job Description

Position Title:	Administrative Assistant- Sr. Clerk	Grade Level:	2
Department	Treasurer	Date:	06/30/22
Reports to:	Town Treasurer	FLSA Status:	Non-exempt

Statement of Duties:

Routine to semi-complex clerical and Administrative support duties. Assists the Treasurer's Department in all accounting related duties as required. The required duties or responsibilities below are representative of the knowledge, skills, and/or ability required including, but not limited to, public relations, computer knowledge, filing, answering phones, and correspondence in dealing with the public and municipal departments. Highly responsible technical and administrative support work for the Treasurer's Department.

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. Assists general public in person and on the telephone with inquiries, complaints, and general information.

- Verifies checks issued from warrant, stop payment on checks, issue new checks.
- Sorts and files various materials.
- Verifies and accepts all departments monetary turn ins.
- Post all receivables to MUNIS.
- Sets up new accounts in MUNIS when issued from Town Accountant.
- Prepares and makes bank deposits.
- Maintains daily balance of cash receipts in Excel.
- Processes warrant checks from MUNIS.
- Verifies and mails assorted bills for departments.
- Mails confidential child support payments to Department of Revenue.
- Collects payments and makes postings for health, dental and life insurance programs for retirees, employees on leave, COBRA or those who pay directly.
- Maintains monthly and quarterly Department of Employment and Training report.
- Types and sends monthly notifications to delinquent insurance payments to prevent cancelations.
- Processes payroll in the absence of the Assistant Treasurer

Supervision Required: Works under general supervision of Treasurer. Employee is expected to plan and carry out routine tasks and determine own procedures independently, with little or no direct supervision. Employee must recognize differences among situations and make decisions based on various choices. Required to perform duties of Assistant Treasurer in special circumstances. May at times oversee the office in the absence of the Treasurer and Assistant Treasurer.

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Supervisory Responsibility: Work does not normally include any supervisory responsibility.

Confidentiality: The employee has regular access to confidential information such as department and client records in accordance with the State Public Records Law.

Accountability: Attention to detail is of extreme importance due to the nature of the type of documents which are processed. Consequences of errors missed deadlines or poor judgment may include adverse customer relations, legal repercussions, labor material costs, and missed deadlines.

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

Complexity: The work consists of a variety of duties which generally 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 Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines to render service, or resolve operating problems. Employees are expected to act with courtesy, tact, and diplomacy in working with others and resolving issues.

Recommended Minimum Qualifications:

Education and Experience: High School Diploma or equivalent, preferably an associate degree and/or accounting courses preferred, with two (2) years' experiences in an office environment preferably in government, banking, business, or other related fields.

Special Requirements: Individual must be bonded.

Knowledge, Abilities and Skill

Knowledge: Must have experience with standard office technology, including computers, calculators, and copy machines. Preferred knowledge in Munis and Harpers Payroll software or other comparable accounting/payroll software or an ability to learn software quickly. Proficiency with Microsoft Office Suite.

Abilities: Ability to work independently and provide excellent customer service to the public and other department personnel; ability to perform multiple tasks in a detailed organized manner. Aptitude for working with numbers and the ability to work in an environment with frequent interruptions.

Skills: Strong written, verbal, telephone, and inter-personal skills along with good typing skill

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(accuracy and speed). Self-starter who takes initiative to complete both routine and detailed tasks.

Work Environment: Work environment is typical of a professional office, involving moderate noise levels and frequent interruptions by customers and phone calls. Environment involves everyday risks which require normal safety precautions typical of offices.

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 Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee is occasionally required to lift objects such as books, office equipment, and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding, word processing, filing, and sorting of papers.

Visual Demands: The employee is required to constantly read documents and reports for general understanding.

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.