

CONFIDENTIAL SECRETARY TO THE TOWN CLERK

DISTINGUISHING FEATURES OF THE CLASS: This role involves specialized secretarial and administrative responsibilities that require a high degree of independent judgment while providing confidential support to the Town Clerk. The work is performed under the general supervision of the Town Clerk. Supervision may be exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Answers general and confidential correspondence and composes letters for official signature which includes responding to requests for administrative action or information;
Responds to inquiries about general office policies and procedures and provides information regarding the same;
Organizes and safeguards both confidential and routine correspondence files;
Manages incoming mail and phone calls, prioritizing them for official responses;
Manages the Town Clerk's appointments and calendar;
Manages personnel files for all department employees, tracks attendance and daily timesheets, and processes time off requests;
Prepares a variety of reports;
Assists with department budget by collecting statistical data;
May record and type dictated information;
May represent the Town Clerk in meetings, conferences, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of office management; ability to prepare correspondence, reports and other written materials; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to use computer programs and applications (e.g., Microsoft Word, Excel, etc.); ability to establish and maintain cooperative working relationships with others.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.