Joseph C. Sullivan, Mayor

Human Resources Department

Karen M. Shanley
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Human Resources Generalist
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JOB POSTING

JOB TITLE: Principal Clerk

UNION: A.F.S.C.M.E.

LOCATION: Office of Town Clerk

DATE AVAILABLE: ASAP

SALARY: $695.80 - $784.35/week

QUALIFICATIONS:

High School graduation, supplemented by advanced training in secretarial skills and techniques with three (3) years' experience in general clerical and typing, or any equivalent combination of education and experience. Typing, 45-50 wpm.

RESPONSIBILTIES:

Please see attached job description for complete details.

POSTING DATES: July 24, 2014 – until filled

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

or send by e-mail to: kshanley@braintreema.gov

Town of Braintree is an Equal Opportunity Employer

Date Approved: 5/29/08
Grade: S-7
Union: A.F.S.C.M.E.
Apptg. Authority: Town Clerk

PRINCIPAL CLERK, RECORDING/REGISTRATION CLERK(S) - TOWN CLERK'S OFFICE

NATURE OF WORK:

Clerical and administrative support in assisting the department head to discharge the duties of the office, and in managing the daily clerical functions of the department; all other related work as required. Errors made could result in delay and confusion, have legal and/or financial repercussions and cause adverse public relations.

SUPERVISION:

Works independently under the general direction of a department head or town official.

JOB ENVIRONMENT:

Work is performed under typical office conditions with minimal physical effort.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types 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. Duties are not necessarily in order of importance or frequency of performance.)

- Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment and initiative in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures.

- Screens incoming mail, inquiries and visitors; responds appropriately to matters not requiring personal attention of the department heads; assists individuals in person or on the telephone; provides

information relative to departmental procedures; assists the public and the department in filling out forms and applications; issues permits, licenses and other documents; collects fees and/or fines, maintaining associated records; types a variety of correspondence, memoranda, forms and reports; uses the computer for word and data processing and provides the traditional assistance of a general secretary.

- Maintains records, prepares reports and provides information for state and federal agencies as well as candidates and the general public as requested; compiles and writes various statistical reports.

- Provides assistance to voters and candidates regarding election matters; assists in election activities, including the processing of absentee ballots as well as the coordination of voter registration.

- Prepares voting lists, updates the jury lists, assist in sorting census materials, in preparation for the updating of census records in the computer, certifies, i.e. verifies signatures of registered voters on petition forms and nomination papers.

- Enters all data into two computer programs: the existing system and the federal/state mandated system. It is by law that we must keep the two separate at the present time.

- Issues a variety of licenses and permits e.g. certified copies of all vital records, (birth, marriage and death) as requested, along with marriage licenses, dog and game licenses, and collecting related fees.

- Has frequent contact with town officials and employees, as well as the general public, all of which require courtesy and discretion.

- Has access to department related confidential information.

- Regular and predictable attendance.

KNOWLEDGE, SKILLS, AND ABILITY:

Knowledge: Must have a thorough knowledge of business English, spelling and arithmetic, as well as general knowledge of the laws and regulations affecting department operations. Knowledge and experience with various hard and software computer packages. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment and initiative in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures.

Skills: Good communication skills, both orally and in writing. Computer skills, beyond basic, applicable to current office programs.

Ability: Ability to maintain complex clerical records and to prepare reports from same. Ability to meet and deal with the general public appropriately and effectively and to maintain a courteous and patient attitude. Must be able to type 45-50 w.p.m.

REQUIRED QUALIFICATIONS:

High School graduation, supplemented by advanced training in secretarial skills and techniques with three (3) years' experience in general clerical and typing, or any equivalent combination of education and experience. Typing, 45-50 wpm.