



TOWN OF PLYMPTON
Commonwealth of Massachusetts
OFFICE OF THE BOARD OF SELECTMEN

Town House
5 Palmer Road
Plympton, MA 02367

(781) 585-2700
FAX:(781) 585-2700

**JOB DESCRIPTION FOR
SECRETARY TO THE BOARD OF SELECTMEN**

Usually works without direct supervision and under the general direction of the Board.

Prepares agenda for meetings and prioritizes all correspondence and does any necessary research to aid selectmen.

Keeps legally recorded minutes of all meetings subject to review in court.

Maintains office hours and assists and advises public by telephone and in person.

Prepares budget and departmental turnovers, payrolls, and maintains bookkeeping records for various departments and other related financial matters.

Prepares, correlates, proof reads the annual town report and the town warrant for printing and legal postings.

Processes and maintains records and files for insurance, zoning matters, building applications and planning board.

Prepares memos and correspondence.

Interacts between selectmen and town counsel on problems and questions from the board.

Perform other, related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in clerical or secretarial skills and three (3) to five (5) years previous experience and/or training that includes computer experience and secretarial or clerical work.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Part time position, approximately 15 hours per week, salary range \$8,595 to \$10,569, commensurate with experience. Must be able to attend evening Selectmen's Meetings.