

## **JOB DESCRIPTION**

### **Land Use Division: Administrative Assistant I Non-Exempt Supervisor: Town Manager**

- A. Purpose of this Position. The purpose of this position is to provide administrative and professional support to the code enforcement, town planning and assessing departments. This position reports to the Town Manager. Duties include, but are not limited to: processing form applications for the code and planning and assessing offices; preparing and processing reports; assisting the public; word processing and data entry services, and performing additional tasks as assigned by the code enforcement officer, planner and tax assessor.
- B. Essential Duties and Responsibilities. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.
1. Assists the code enforcement officer with the permitting process; assists the public with the application process; reviews submitted permit forms for accuracy of information;
  2. Assists the assessor with the assessing process; data entry, sketching, form processing, review abatement and exemption applications for accuracy of information; enters up-to-date information into computer; records changes of ownership on assessment cards; runs year-end reports; identifies and matches up deeds and declarations; sketches changes on assessor's maps and operates printers;
  3. Assists the planner with the planning process; assists the public with the application process, reviews submitted material for accuracy, assembles planning board meeting packets;
  4. Utilizes various office machines and equipment in the delivery of service, such as computer, telephone, facsimile machine, adding machine, copier, typewriter and postage meter;
  5. Prepares, receives and reviews various reports for the code enforcement, planning and assessing offices and their related boards;
  6. Performs administrative tasks such as answering phones; taking and receiving messages; making copies; faxing documents; processing mail; operating a computer; and maintaining files.
  7. Maintains website for departments meeting schedule, agenda items as well as meeting minutes, land-use ordinance adoption, application forms and other related information;
  8. Schedules appointments for code enforcement officer, planner and assessor;
  9. Preparation of planning board and board of appeals meetings, including applicant and abutter notification, preparing board packets, legal notice for public hearings and posting agendas, at the direction of the Town Planner and Code Enforcement Officer;
  10. Prepares various maps and images such as the official zoning map, supplement visual aids for the Planning Board, residents and various Town related projects;
  11. Requires the ability to produce memorandums and reports with proper format, punctuation, spelling and grammar, using all parts of speech.
  12. Performs other related duties as required.
- C. Essential Training and Experience Required to Perform Essential Functions. High school diploma or GED required, with a minimum of one year's experience as an assessing, code enforcement or planning clerk, secretary, or administrative assistant; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position.

D. Minimum Physical and Mental Abilities Required to Perform Essential Functions.

1. Physical Requirements.

- a. Must be physically able to operate a variety of automated office machines and equipment, including, but not limited to: computer, typewriter, facsimile machine, copier, and telephone;
- b. Must be able to move or carry job-related objects or materials;
- c. Must be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc;
- d. Physical demand requirements are at levels of those for light work.

2. Numerical Aptitude.

- a. Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; perform calculations involving variables, formulas; and interpret same as may be appropriate.

3. Language Ability.

- a. Requires the ability to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures, and maps;
- b. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.

4. Interpersonal Communication.

- a. Requires the ability to listen and communicate with people to convey or exchange information in a professional and polite manner.

5. Environmental Adaptability.

- a. Requires the ability to interact with people (i.e., staff, general public and elected officials) beyond giving and/or receiving instructions;
- b. Work is normally performed in an office environment. Headaches, eye strain, carpal tunnel syndrome, and related occupational hazards associated with computer work reflect most common potential for injury. However, sometimes, work is performed outside and subject to temperature extremes at various times of the year (e.g. assisting on an inspection).