

TOWN OF TUFTONBORO

Administrative Secretary Job Description – Approved June 10, 2013

OVERVIEW

Reports directly to the Selectmen; does not have any supervisory duties. The job requires computer skills and a good understanding of Microsoft Word and Excel. Must have the ability to take and transcribe minutes.

Work requires the extensive application and knowledge of municipal organizations and programs in meeting a wide variety of circumstances/problems involving public and interdepartmental relations.

Performs regular duties on own initiative, exercising a high degree of judgment and tact.

RESPONSIBILITIES:

- **Weekly**
 - Selectmen's Meetings:
 - Attends all Selectmen's meetings and work sessions.
 - Posts notices of all meetings – Town Office, website and Post Office/s.
 - Prepares agendas and minutes for each.
 - Organizes mail, items for signature, memos, etc. for selectmen review.
 - Schedules appointments.
 - Updates town website.
 - Performs all administrative duties for Selectmen.
 - Liaison between Selectmen and Department Heads, Boards and Committees.
 - Works with the public - information, complaints, etc. Resolves issues whenever possible.
 - Schedules use of Town facilities.

- **Yearly**
 - Prepares Town Report for printing.
 - Prepares Town Warrant for Town Meeting in March.

- **Budget Committee**
 - Acts as Budget Committee Secretary – attends all meetings, prepare and post agendas, minutes, acts as liaison with Department Heads, provides needed paperwork.

- **As Needed**

- Liaison with Town Assessor
- Records deed information in Assessing software.
- Maintains property files.
- Maintains paperwork for all Intents to Cut or Excavate.
- Prepares Tax Warrant for Tax Collector for all Timber and Excavation Reports.
- Coordinates Abatements with Assessor.
- Maintains PA-34 paperwork – Record of Sales and Transfers of Property.
- Prepares paperwork for Property Exemptions and Credits – Veterans, Elderly, Blind.
- Covers for Administrative Assistant.
- Performs other related duties as required.
- Coordinates with Town Clerk receipt of board and commission minutes per Right-to Know Law

REQUIREMENTS

- Must have high degree of computer literacy including Microsoft Word and Excel.
- Must have thorough knowledge of secretarial practices and procedures, thorough knowledge of business English, spelling and vocabulary.
- Ability to prepare complete and accurate reports both verbal and written.
- Ability to maintain administrative records.
- Ability to prepare clear, concise and effective correspondence.
- Ability to work independently.
- Ability to multi-task.
- Ability to maintain effective working relationships with high level officials, department heads, employees, and the general public.
- Ability to deal with public relations problems courteously and tactfully.
- Ability to work under pressure and maintain a high level of professionalism and confidentiality at all times.
- Must be able to attend meetings outside of normal hours.

MINIMUM QUALIFICATION REQUIREMENTS

Must have a combination of education and/or experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

Must be able to sit and work at a computer for extended periods, ability to communicate with others, ability to type and write. Must be able to lift or move 25 lbs or less.