

TOWN OF FRANCESTOWN
OFFICE OF SELECTMEN
27 MAIN STREET • P.O. BOX 5
FRANCESTOWN, NEW HAMPSHIRE 03043-0005

ADMINISTRATIVE ASSISTANT

JOB SUMMARY

The administrative assistant serves in the Board of Selectmen's Office in a customer service and multitasking capacity. This position is an integral part of the Town's administrative team, requiring the ability to work independently with strong communication and organizational skills. Demonstrated ability in a customer service role is essential and an understanding of basic municipal operations is strongly preferred. A positive attitude and a willingness to work in a variety of subjects areas on different tasks is critical, in addition to an interest in learning new skills.

SUPERVISION RECEIVED

This position will work under the general supervision of the Town Administrator.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The listed examples are illustrative only and may not include all duties found in this position

- Responsible for receiving visitors to the Board of Selectmen's Office window, answering telephone, answering inquiries from residents and the public; providing requested information as appropriate; and determining matters requiring attention of other town officials or departments.
- Maintain the office filing system. Files a variety of documents such as correspondence, reports, meeting minutes, paid bills, etc.
- Enter daily deposits into QuickBooks from Town Clerk, Tax Collector and miscellaneous deposits via mail, customers and residents.
- Provide administrative support to the Building Inspector as needed. This includes coordinating the building permit procedures to ensure all changes are recorded in assessing records and appropriate approvals have been completed.

- Review Hillsborough County registry records regularly for sales of properties in Frankestown.
- Performs duties in the preparation and maintenance of physical and computerized assessing records.
- Assists Town Administrator with maintaining property assessment files and tax maps in regard to property ownership, including maintaining all assessing, exemption changes from deeds, mailings, and correspondence, etc.
- Type reports, memoranda, and correspondence under the direction of the Town Administrator, correcting grammar, style, and format of material when necessary.
- Maintain and update daily the Town website for all commissions, committees, boards, and all departments.
- Complete Timber Tax transactions, from Notice of Intent to Tax Warrants, maintaining accurate records and mailing appropriate copies to various agencies, owners, and loggers/forester.
- Maintain documentation and reconcile petty cash quarterly.
- Maintain and update under the direction of the Town Administrator personnel files in accordance with state and federal regulations; also maintains a record of fulltime employees vacation and personal days.
- Pick up mail from the Post Office daily and distribute.
- Organize and place office supply orders.
- Serve as a member of the Safety (Joint Loss Management) Committee, including organizing meetings quarterly, taking meeting minutes, and maintaining related records.
- Assists the Town Administrator regarding ensuring Town compliance with Department of Labor laws.
- Under the supervision of the Town Administrator, set up a filing procedure to ensure town is in compliance with RSA 33-A regarding the disposition of Municipal Records.
- Assist the Town Administrator in preparation for Town Budgets, Town Report and other reports, as needed.
- Assist the Town Administrator perform the weekly payroll checks (including computing and preparing withholding tax, retirement payments, and social security payments), accounts payable checks, and other related payments and filing of related paperwork and check manifest.
- Attend Board of Selectmen, Planning Board, and other meetings as needed to take meeting minutes.
- Provide general administrative assistance to the Planning Board as needed, including assisting with filing, posting and mailing of notices, and taking meeting minutes.
- Provide general administrative assistance to the Police Department, including typing pistol permits, compiling reports, and other office duties;
- Perform other duties as needed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- General knowledge of financial reporting and bookkeeping practices, knowledge of State statutes dealing with town administration.
- Knowledge of town office administrative practices and procedures.
- Knowledge of personnel administration.
- Knowledge of Microsoft Office Products (Word, Excel, PowerPoint, and Outlook).
- Knowledge of Avitar assessing software.
- Knowledge of basic website design.
- Ability to deal with the public in a courteous and respectful manner.
- Ability to plan, organize, and coordinate work projects.
- Ability to speak, write, and communicate effectively.
- Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent with demonstrated skills in administrative work (Associate or Bachelor's degree in Business, Municipal Government, or similar course of study preferred) plus two years' relevant administrative experience, (previous municipal experience preferred) OR any equivalent combination of education and experience which demonstrates possession of the required knowledge skills, and abilities to successfully perform the duties of the position.

PHYSICAL EXERTION / ENVIRONMENTAL CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The majority of the duties will be performed in an office setting, however the administrative assistant must have the mobility to move around building and facility tours for the Safety Committee, while taking meeting minutes.

For communicating with others, talking is required. For receiving information and instructions from others, hearing is required. For doing the job effectively and correctly, sight is required, specifically close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands to finger, handle, and feel objections or controls, reach with hands and arms, bend, and lift and move 25 pounds or less.