



## JOB DESCRIPTION

### Part-time Administrative Clerk Senior Center / Human Services

#### ***Job Summary:***

This part time hourly, non-union position is in Senior Center / Human Services office and falls under the general supervision of the Human Services Director. This position provides a variety of administrative, secretarial and clerical support to the Director and other personnel as directed or assigned by the Human Services Director. This position's schedule reflects the day-to-day needs of the department.

#### ***Essential Functions:***

1. Greet the public and assist them in reaching the appropriate person and /or providing appropriate information.
2. Answer/direct phone calls, emails, and in-person requests to the appropriate staff member.
3. Process, file and maintain membership forms both paper and digital.
4. Assist with the ticket sales and promotion of trips and events.
5. Assist with Meals on Wheels Program.
6. Perform computer tasks which may include data entry, flyer design, waivers, reports, forms, and surveys.
7. Help maintain cleanliness and orderliness of senior center, including the front office.
8. Assist managing inventory/ordering office supplies.
9. Communicate effectively and tactfully with the public, department personnel, town personnel, and officials, verbally and in writing.
10. Display a positive image to the public and coworkers consistent with the department's goals of providing the best possible service to the community.
11. Assist with transportation arrangements for members and residents to and from the center and trips.
12. Perform administrative tasks including but not limited to filing paperwork and maintaining records.
13. Perform other job-related duties as may be assigned by the Director.

#### ***Required Skills / Abilities:***

1. High School Diploma or G.E.D. equivalent.
2. Adhere to Professional and Confidentiality Standard.
3. Excellent verbal and written communication skills.
4. Excellent interpersonal and customer service skills.
5. Excellent organizational skills and attention to detail.
6. Excellent time management skills with a proven ability to meet deadlines.
7. Proficient with Microsoft Office or related software.
8. Ability to interact with the public in a professional and courteous manner.
9. Two years of experience in a clerical position.

#### ***Physical Requirements:***

- See functional job description attached.

#### ***Salary:***

- As stipulated by the Town Manager.

## Administrative Clerk- Functional Job Description

<b>Job Title:</b>	Administrative Clerk				
<b>Department:</b>	Senior Center /Human Services				
<b>Brief Description of Job:</b>					
<p>This part time hourly, non-union position is in Senior Center /Human Services office and falls under the general supervision of the Human Services Director. This position provides a variety of administrative, secretarial and clerical support to the Director and other personnel as directed or assigned by the Human Services Director. This position's schedule reflects the day-to-day needs of the department. <b>ESSENTIAL FUNCTIONS:</b> Greet the public and assist them in reaching the appropriate person and /or providing appropriate information. Answer / direct phone calls, emails, and in-person requests to the appropriate staff member. Process, file and maintain membership forms both paper and digital. Assist with the ticket sales and promotion of trips and events. Assist with Meals on Wheels Program. Perform computer tasks which may include data entry, flyer design, waivers, reports, forms, and surveys. Help maintain cleanliness and orderliness of senior center, including the front office. Assist managing inventory/ordering office supplies. Communicate effectively and tactfully with the public, department personnel, town personnel, and officials, verbally and in writing. Display a positive image to the public and coworkers consistent with the department's goals of providing the best possible service to the community. Assist with transportation arrangements for members and residents to and from the center and trips. Perform administrative tasks including but not limited to filing paperwork and maintaining records. Perform other job-related duties as may be assigned by the Director.</p>					
<b>Personal Protective Equipment:</b>	None required				

<b>Classification:</b>	Sedentary: __	Light: <u><b>X</b></u>	Medium: __	Heavy: __	Very Heavy: __
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**Classification Key:**

**Sedentary** - Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects; **Light** - Exerting up to 20 lbs of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;

**Medium** - Exerting 20lbs-50lbs of force occasionally; 10lbs- 20lbs frequent; and/or greater than negligible up to 10lbs of force constantly to move objects; **Heavy** - Exerting 50 to 100lbs of force occasionally; in excess of 50lbs frequently; 10lbs- 20lbs of force constantly to move objects;

**Very Heavy** - Exerting in excess of 100lbs of force occasionally; and or in excess of 50lbs of force frequently; in excess of 20 lbs of force constantly to move objects

<b>Driving Requirements:</b>	None: <u><b>X</b></u>	Manual: ___	Automatic: ___
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### WORK ENVIRONMENT

<b>Floor Surface:</b>	Office environment; rugged and /or tile floor surface				
<b>Inside:</b>	At constant level		<b>Outside:</b>	N/A	
<b>Lighting:</b>	Overhead fluorescent lighting				
<b>Vibration:</b>	N/A				

### LIFTING

**Maximum weight lifted: up to 10 pounds occasionally**

WEIGHT	Never	Occ.	Freq.	Constant	Heights	Description of object
0 – 10 lbs		<b>X</b>			Waist to shoulder	File boxes
10 – 20 lbs		<b>X</b>				
20 – 35 lbs	<b>X</b>					
35 – 50 lbs	<b>X</b>					

<b>CARRYING</b>						
Maximum weight carried: up to 10 lbs						
<b>WEIGHT</b>	<b>Never</b>	<b>Occ.</b>	<b>Freq.</b>	<b>Constant</b>	<b>Distances</b>	<b>Description of object</b>
0 – 10 lbs		<b>X</b>			Waist level- within office	See above
10 – 20 lbs		<b>X</b>				
20 – 35 lbs	<b>X</b>					
35 – 50 lbs	<b>X</b>					

<b>PUSHING/PULLING</b> Maximum push/pull: minimal						
<b>WEIGHT or FORCE</b>	<b>Never</b>	<b>Occ.</b>	<b>Freq.</b>	<b>Constant</b>	<b>Distances</b>	<b>Description of object</b>
0 – 10 lbs		<b>X</b>			Short distance	File cabinets
10 – 20 lbs		<b>X</b>				
20 – 35 lbs	<b>X</b>					
100 + lbs	<b>X</b>					

<b>ACTIVITY</b>	<b>Never</b>	<b>Occ.</b>	<b>Freq.</b>	<b>Constant</b>	<b>Comments</b>
Sitting			<b>X</b>		
Standing		<b>X</b>			
Walking		<b>X</b>			
Bending		<b>X</b>			
Twisting		<b>X</b>			
Crawling		<b>X</b>			
Kneeling		<b>X</b>			
Squatting		<b>X</b>			
Climbing		<b>X</b>			
Reaching - Vertical		<b>X</b>			
Reaching-Horizontal			<b>X</b>		
Grasping		<b>X</b>			
Pinching	<b>X</b>				
Manual Dexterity				<b>X</b>	Computer usage; key strike; data entry
Fine Dexterity		<b>X</b>			

**FREQUENCY KEY:** Never (0%), Occasional (0-33% of shift), Frequent (34-66% of shift), Constant (67-100% of shift)

