

**Position Purpose:**

Performs highly responsible, complex administrative support for the Board of Selectmen. Duties are varied and require considerable knowledge of department operations, policies and procedures; office and information management systems; performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Prepares and posts notices and agendas for Board of Selectmen meetings and public hearings within the legal timeframe. Prepares necessary material pertaining to subjects to be discussed during the Selectmen's meetings. Takes minutes of the meetings, prepares in final form and distributes as required. Prepares necessary correspondence resulting from decisions made at the Board of Selectmen meetings. Distributes copies of minutes of meetings to various department heads and to appropriate files as necessary.
- Coordinates the daily administrative functions of the Office of the Selectmen; serves as liaison between the Selectmen and the general public, and between the Selectmen and department heads, town boards, and commissions.
- Assists visitors to the office and answers incoming telephone inquiries; answers inquiries from town and outside officials and the public. Determines matters requiring attention of the Selectmen; maintains calendar and makes appointments for Selectmen; and keeps Selectmen apprised of necessary matters.
- In conjunction with other office staff, assists employees, public officials and the public with inquiries regarding property appraisal, current use, exemptions and credits. Provides applications, forms and photocopies when required.
- Receives, sorts and routes Town correspondence and screens communications requiring personal attention of the Selectmen. Copies correspondence to appropriate individuals.
- Composes replies to routine correspondence, or refers to appropriate official. Completes surveys and forms as receiving.
- Maintains filing systems. (correspondence files, outstanding/pending item files and other miscellaneous files).
- Keeps RSA's up-to-date. Updates the town website.
- Orders office supplies for all departments as needed.
- Maintains schedule for use of the Town Office Meeting Rooms, Moore Park and Pond Park.
- Assists in the administration of legal matters.
- Tracks and maintains appointed positions for expiration dates and coordinates reappointments.
- Handles all deed changes received from the Registry of Deeds. (Identifies properties transferred, makes changes in computer, prints new property record cards and maintains new property listing for the public.)
- As Justice of the Peace and Notary, signs townspeople's and Police Department's forms when needed.
- Coordinates the publication of the annual Town Report with staff personnel as well as information for the deliberative session.
- Serves as Town's liaison to mappers. Sends deeds and property changes to mappers, ensuring Town's tax maps are accurate and makes necessary changes to town records to reflect correct property owners.

**ADMINISTRATIVE ASSISTANT/ASSESSING CLERK  
(BOARD OF SELECTMEN)**

**CANDIA, NH**

- Serves as the Town Office employee liaison to the Safety Committee which meets four times a year. Serves as secretary for the committee and prepares meeting agendas, takes meeting minutes and types Committee's correspondence and drafts safety procedures and policies.
- Processes MS-1 form by September 1 each year.
- Enters property transfer information (sales transactions) into the State system to ensure proper calculation of the equalization rate for the town. Process exemptions and credits. 0
- In conjunction with the Accounting and Payroll Specialist, performs twice yearly merge of the assessing system and the tax billing; creates tax warrant and forwards the warrant to the Tax Collector.
- Completes special projects as directed by the Selectmen.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

High School Diploma. Associate's Degree preferred; Three to five, 3 – 5 years of administrative experience or related field preferred; experience working with computers; experience working with the public and responding to customer service requests or an equivalent combination of education and experience. Notary Public desirable.

Knowledge, Ability and Skill:

*Knowledge:* Advanced knowledge of the municipal administration process, general knowledge of the functions of municipal government, general understanding of the interaction between local government, state government, and federal government, basic working knowledge of business administration, practices, general office procedures, and applicable local, state, and federal laws.

*Ability:* Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public, ability to recognize town-wide priorities and work cooperatively to support their accomplishment, ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure, ability to operate a computer and proficient in the use of MS Office applications and database applications.

*Skills:* Excellent customer service and organization skills, excellent written and verbal communication skills, excellent computer skills including MS Office, BMSI and Vision applications.

**Physical Requirements:**

*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.*

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

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**Supervision:**

*Supervision Scope:* Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

*Supervision Received:* Works under the direct supervision of the Board of Selectmen Chairperson.

*Supervision Given:* None.

**Job Environment:**

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Interacts with other town departments, town businesses, the general public, and town officials.
- Has access to department-related confidential and/or sensitive information including personnel records.
- Errors in judgment could result in hardship to the town's citizens, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for the town.

*(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)*