



HUMAN RESOURCES
TELEPHONE 508-946-8808

Town of Lakeville

Town Office Building
346 Bedford Street
Lakeville, MA 02347

EXTERNAL JOB POSTING

PART-TIME (FLOATER) OFFICE ASSISTANT

POSTING DATE: April 4, 2024

POSITION: Part-Time Office Assistant for the Town of Lakeville. Full job description is attached to this posting and is available in the Human Resources Office. Apply to the HR Department at HR@lakevillema.org

HOURS: Part-time. Monday-Friday

WAGES: \$20.57 per hour, Non-Union employee

DUTIES: The person in this position will provide a wide and diverse variety of clerical duties to assist various departments on an as-needed basis. Fully cross-trained to support and provide coverage for all other clerical positions in the different departments throughout the Town.

QUALIFICATIONS: Associates degree preferred. Two (2) years of clerical experience in a governmental agency preferred; or an equivalent combination of education, training and work experience that provides the requisite knowledge, skills and abilities for this position.

POSTING CLOSING: Until Filled

The Town of Lakeville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, pregnancy or pregnancy-related conditions, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal and state laws. Applicants with disabilities needing reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Human Resources Department at HR@lakevillema.org or 508-946-8808.

**TOWN OF LAKEVILLE
PART-TIME (FLOATER) OFFICE ASSISTANT
JOB DESCRIPTION**

GENERAL STATEMENT OF DUTIES: Provide clerical support to Town Hall Offices.

SUPERVISION RECEIVED: Works under the direction of the Human Resources Director with guidance given from various Department Heads to which this person may be assigned and/or the Town Administrator.

ESSENTIAL RESPONSIBILITIES:

The essential functions of 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.

The primary function of this position is to provide clerical support to all of the Town Hall Departments.

Perform a wide range of operational support activities for various departments in times of need, including answering the telephone, taking messages, waiting on the public, distributing mail, typing, filing and maintaining files and records in a complete and orderly manner.

Prepare and type correspondence, permits, licenses or reports as needed.

Provide information to town officials, employees, residents, and other parties as directed.

OTHER REQUIRED RESPONSIBILITIES:

May be asked to assist with special projects as needed.

Performs other related duties as required.

QUALIFICATIONS AND SKILLS:

The employee must possess a valid Massachusetts Class D Driver's License.

Ability to provide excellent clerical skills, customer relations, both verbal and written, organizational skills and the ability to prioritize multiple responsibilities.

Must be organized, detail oriented and able to multi-task, set priorities, and accomplish tasks within limited timeframes.

Working knowledge of office procedures, practices and equipment. Working knowledge of Microsoft Office required. Working knowledge of Adobe Pro software and Microsoft Outlook email platform preferred.

Ability to work both collaboratively and independently.

Ability to exercise independent judgment.

Ability to maintain confidentiality.

Ability to handle complex tasks, as well as, follow complex written or oral instructions.

Able to work under pressure.

Knowledge of the process of local government preferred.

The ability to work in a shared office space.

EXPERIENCE AND TRAINING:

Associates degree preferred. Two (2) years of clerical experience in a governmental agency preferred; or an equivalent combination of education, training and work experience that provides the requisite knowledge, skills and abilities for this position.

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.

Light physical effort is required to perform administrative duties under typical office conditions. Employee must be able to lift objects weighing up to 30 pounds. The employee is required to stand, walk, sit, speak and hear/listen, and use hands to operate equipment and lift furniture, equipment and supplies. Vision requirements include the ability to read and analyze routine and complex documents and use a computer.

WORKING CONDITIONS

Part-time, as needed, Monday through Friday.

This position is a non-exempt position as regarding federal and state minimum wage and overtime requirements and, therefore, is eligible to be paid at the rate of time and one half if included in operational budget and requested by the Town Accountant. (i.e. one- and one-half times) the regular rate of pay for all hours worked beyond forty hours in a workweek.)

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.