



HUMAN RESOURCES  
TELEPHONE 508-946-8808

# Town of Lakeville

Town Office Building  
346 Bedford Street  
Lakeville, MA 02347

EXTERNAL JOB POSTING

## PART-TIME TOWN CLERK OFFICE ASSISTANT

**POSTING DATE:** 04/01/2024

**POSITION:** Part-time Town Clerk 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](mailto:HR@lakevillema.org)

**HOURS:** Part-time. Monday-Friday

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

**DUTIES:** The primary function of this position is to provide clerical support to the Town Clerk.

**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:** TBD

*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](mailto:HR@lakevillema.org) or 508-946-8808.*

**TOWN OF LAKEVILLE  
PART-TIME TOWN CLERK OFFICE ASSISTANT  
JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES:** Provide clerical support to the Town Clerk with strict accordance to the Massachusetts General Laws, Town By-laws and Federal laws and regulations. The position performs routine to complex administrative and customer service work assisting the Town Clerk and the office by maintaining records, issuing official documents, and providing information to the general public and town departments.

**SUPERVISION RECEIVED:** General supervision received from the Town Clerk following department rules, regulations, and policies to complete assigned tasks according to a prescribed time schedule, works independently and turns to the Town Clerk for guidance.

**ESSENTIAL RESPONSIBILITIES- TOWN CLERK OFFICE ASSISTANT:**

*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.*

General office work, including but not limited to answering the telephone, typing, filing, sorting and delivering the mail and assisting customers at the window.

Maintain the State Computer System (VRIS-Voter Registration Information System).

Maintain current voting lists and files.

Assist in certifying local and state nomination papers and petitions.

Participate in conducting, recording and filing the Annual Street Census.

Record, file and issue Vital Records (Births, Deaths and Marriages).

Record, file and issue Business Certificates and related matters.

Receiving, recording and filing Board of Appeal Variances and decisions.

Record and file Planning Board Subdivisions and Form A's and related matters.

Record and file such records as resignations, officials elected and appointed for permanent record.

Assist the Town Clerk in preparation for Elections and Town Meetings.

Attend Town Meetings and assist the Town Clerk and Board of Registrars.

Be available to work at the Town Clerk's Office during and after (evenings) elections.

Be available to work at the Annual Rabies Clinic (once/yr.-Saturdays).

Assist the general public and town departments by furnishing routine information.

Assist the Board of Registrars in voter registration and absentee/early ballot applications.

Issue and record dog and kennel licenses.

Conduct genealogy research as requested.

Research Town Records for the general public and various departments.

Post and file Meeting Notices on the Town's Website.

Collect fees from the Town Clerk's Office.

Accurately maintain cash drawer with fees collected.

**OTHER REQUIRED RESPONSIBILITIES:**

Perform other duties as may be required.

**QUALIFICATIONS AND SKILLS:**

Strong background in all aspects of clerical, organizational, and communication skills.

Working knowledge of office procedures, practices, and equipment.

Extensive computer skills with high proficiency in Microsoft Office and Excel software.

Must be proficient in the use of Personal Computers, Printers, Facsimile Machines, Typewriter, Photo Copier and Calculator.

The skill to prioritize and multi-task in a fast-paced environment.

Ability to exercise independent judgment and maintain confidentiality.

Ability to deal effectively, tactfully and appropriately with the general public.

Ability to communicate effectively both verbally and in writing.

Ability to prepare, type and proofread forms and correspondence.

Ability to follow written and oral directions.

Ability to maintain good public and interdepartmental relations.

In the absence of the Town Clerk, to have the ability to perform the daily tasks of the office.

**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 19 hour work week, 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.*