



Town of Troy

Secretary to Selectmen

Job Description

Nature of Work:

This is responsible and varied clerical, secretarial and administrative work in serving as the receptionist and clerical assistant to the Board of Selectmen. Employee of this class is responsible for providing secretarial and administrative support to the Board of Selectmen, as well as carrying out special assignments as necessary. Work involves considerable independence of action in the disposition of routine matters and in receiving complaints, giving information and other public contact work. Employee should have familiarity with the organizational and operating characteristics of the town of Troy. Work is normally carried out with only general instructions subject to occasional review of methods and results. This position requires considerable discretion as many areas of work must remain confidential.

Work is performed under the direction of the Board of Selectmen.

Essential Duties and Responsibilities:

- Receives calls and callers; ascertains the nature of the inquiry or complaint and refers it to the Board of Selectmen or to the proper town official for answer or action; takes messages and refers Selectmen or secures the requested information and relays it to the inquiring party.
- Prepares reports from records, types correspondence, directives, reports and other general technical materials for the Selectmen as necessary. Researches and compiles necessary data or information for these reports.
- Prepares all agenda for the Board of Selectmen. Attends all Board of Selectmen Meetings to take minutes and provide clerical support.
- Sorts, processes, and files correspondence and other material for all Town departments, determining proper file designations; organizes and revises filing system as needed.
- Compiles and edits extensive data for the creation of the town budget; and is responsible for the assembling and numerical accuracy of all totals. Physically prepares the budget documents.
- Maintains health, workers' compensation for all town employees and all other aspects of employee records except payroll.
- Types memos, forms, reports, agendas, and general correspondence and may compost routine letters and memos in response to standard inquiries.
- Assists all office personnel in the use of word processor and printer.
- Performs related work as required.

Requirements of Work:

- Ability to work in areas of confidentiality requiring discretion and judgment.
- Considerable knowledge of business English, grammatical construction, spelling, punctuation, arithmetic, and possession of an excellent vocabulary.
- Ability to rapidly acquire considerable knowledge of administrative, operational, and procedural regulations and practices of the various departments.
- Ability to understand and follow complex oral and written instructions.
- Ability to keep varied and complex records, to assemble and organize data, and to prepare standard reports from such records.
- Ability and initiative to use resourcefulness and tact in meeting new problems.

- Ability to deal courteously with the public and to establish and to maintain effective work relationships with other employees and the public.
- Skill in the operation of computers typewriters, copier machines, calculators, and other office equipment.
- Clear understanding of the structure of the Town Meeting, Board of Selectmen form of government and municipal organization.

Knowledge Required:

- Position requires clerical and administrative skills including knowledge of word and data processing procedures.
- Position must also have a detailed knowledge of all aspects of town government and town services.
- Word and data processing
- Knowledge of town government and services
- Basic understanding of the town budget and budgetary process.

Leadership/Teamwork:

- Position makes important individual contribution to the office, and plays a significant role in the flow of information to and from the Board of Selectmen. Responsible for clear interaction with co-workers, elected officials and others within the organization to ensure achievement of the goals of the organization.
- Position is responsible for coordination of tasks which may involve several departments or boards. Decisions are made with some supervision, subject to directions or statutory or procedural guidelines. Decision making impacts the office and organization as a whole.

Training and Experience Required:

- Considerable experience in secretarial work of a progressively responsible nature involving contact with the public; graduation from high school including or supplemented by courses in secretarial and commercial subjects; or any equivalent combination of experience and training.

The Town of Troy considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, martial or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.