



TOWN OF TOPSFIELD POSITION DESCRIPTION

Conservation Commission Department Secretary

Classification Level: H-5 15 hours/week -- Somewhat flexible, preferably 5 hrs./day (M, W, Th)

Wage: Article X; Sect. 1.1 H-5 FY15 Pay Grid Range: \$14.43/hr. (Step 1) to \$19.74/hr. (Step 9)

(Currently budgeted for Range of \$14.43 to \$18.05)

General Statement of Duties and Responsibilities: To assist the Conservation Administrator in fulfillment of regulatory duties, daily activities, and office functions; including routine and special secretarial and clerical functions:

- Procedural processing of applications and documentation
- Scheduling
- Drafting and placing legal notices
- Preparation of correspondence
- Answering phones and making return calls
- Processing incoming mail; preparing and processing outgoing mail
- Developing, maintaining, updating various spreadsheets and other records
- Filing, faxing, copying, and office functions
- Computer record maintenance
- Frequent interaction with the public
- Frequent interaction with other Town offices and officials
- Interaction with professional consultants, state and federal officials
- Proficiency in Microsoft Office required, including Word, Excel and Microsoft Outlook
- Basic knowledge of computer programs, such as Adobe Acrobat

Additional Duties and Responsibilities: Prepares and assembles copies of full spectrum documentation for distribution to Commissioners, Town officials, and the public. Prepares meeting materials. Performs other routine and special duties as time, skills and need allow. Flexible work schedule, with certain office coverage needed.

Supervision received: Conservation Administrator

Supervision exercised: None

Qualifications and education requirements:

- Knowledge, Abilities, and Skills: Applicant should be computer literate, reliable, and able to work well with the public. Familiarity with various office machines is important. Familiarity with Microsoft Office – word processing, spreadsheets, database, etc. – is essential. Experience in a legal office would be beneficial.
- Educational Requirements: None, prefer degreed applicants
- Certification Requirements: None.

The Town of Topsfield is an equal employment opportunity employer.

We seek a detail oriented, self-motivated, computer literate, individual with good people skills.

CONTACT: Lana Spillman, Conservation Administrator, phone: 978-887-1510

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