Town of Uxbridge

21 S. Main Street Uxbridge, MA
01569
Tel. 508-278-8600 Fax. 631-237-5422

NOTICE:

POSTED:	January 18, 2022
NOTICE:	Full-Time Job Opening
CLASSIFICATION:	Board of Health Administrative Assistant
GRADE:	C
DIVISION:	Board of Health
REQUIREMENTS:	Per attached job description
HOURY RANGE:	$18.90-$27.00
ANTICIPATED START DATE:	February 3, 2022
APPOINTING AUTHORITY:	Town Manager

All interested, qualified candidates send cover letter, resume, three professional references, and the Town of Uxbridge application to Human Resources at 21 S. Main St., Uxbridge, MA 01569 or email to hr@uxbridge-ma.gov. Review of applications will continue until position is filled.

Posted: Town Hall, Library, Fire Department, Department of Public Works, Council on Aging, Police Station

The Town of Uxbridge is an Equal Opportunity Employer

BOARD OF HEALTH
ADMINISTRATIVE ASSISTANT

DEFINITION

This position is responsible for providing administrative support to the operation of the Board of Health.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Provide customer service to internal and external customers via telephone, email, and face to face.
- Provide administrative and secretarial assistance to the department of the Board of Health.
- Collects and submits all permits initiated through the department.
- Records minutes at Board of Health meetings. Ensures agendas and minutes are posted in compliance with Open Meeting Law.
- Processes paperwork and payments for all permits and applications related to the Board of Health.
- Provides support with town clinics and utilize related software.
- Ensures payments are turned over to the Town Treasurer.
- Ensure invoices are submitted to the Accounting Department.
- Place orders for any Board of Health-related supplies or items.
- Performs other related duties as necessary.

SUPERVISION RECEIVED

Under general direction, employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

JUDGMENT AND COMPLEXITY

The work is well defined or has detailed rules, instructions and procedures. Judgment involves choosing the appropriate practices, procedures, regulations or guidelines to apply in each case.

NATURE AND PURPOSE OF PERSONAL CONTACTS

Relationships are primarily with co-workers, vendors and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints, interact with challenging personalities and/or effectively navigate difficult circumstances.

CONFIDENTIALITY

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits and client records.

EDUCATION AND EXPERIENCE

High School diploma or equivalent, and 2 to 3 years of related experience; or any equivalent combination of education, training, certification, and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of State and Town regulations, policies, programs, and operations; knowledge of office management principles and practices and computer systems and equipment used by the department.

Abilities: Ability to manage multiple tasks, meet deadlines, and pay careful attention to details despite interruptions; ability to maintain harmonious working relationships; work independently; maintain confidentiality. Ability to stay calm and deal tactfully, patiently and appropriately with all clients. Ability to multitask and prioritize.

Skills: Record keeping, bookkeeping, organization, oral and written communication and customer service skills.

WORK ENVIRONMENT

The majority of work is performed in an office setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills
Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills
Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills
Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.