



TOWN OF UXBRIDGE
TOWN TREASURER/COLLECTOR
21 South Main Street
Uxbridge, MA 01569-1851
Phone 508-278-8600 X2003 Fax 631-237-5422

Lisa Troast
Treasurer/Collector

AUG 20 19 AM 11:55

NOTICE

POSTED: August 20, 2019

NOTICE: 1 Full-Time Job Opening
Hours: 37.5 hours per week

CLASSIFICATION: Administrative Assistant III

GRADE: Grade C, SEIU Union Position

DIVISION: Treasurer/Collector

REQUIREMENTS: Per Attached Job Description

HOURLY WAGE: \$20.86

AVAILABLE: 9/10/19

APPOINTING AUTHORITY: Town Manager

The Town of Uxbridge is seeking a full-time senior clerk to perform administrative duties in the daily operation of the fast-paced Tax Collector's office.

All interested, qualified candidates should submit a letter of interest, along with a resume, and the names of three professional references to Uxbridge Town Hall, Attention: Benefits, 21 South Main Street, Uxbridge, MA 01569 or email same to HR@uxbridge-ma.gov. Applications will be accepted until the position is filled.

Union positions must be posted for 10 business days in house per Article 31 of the SEIU contract.

Posted: Town Hall, Library, DPW, Fire Department, Council on Aging, Police Station.

The Town of Uxbridge is an Equal Opportunity Employer

Senior Clerk

Definition:

Clerical and bookkeeping work requiring substantive knowledge of departmental operations; all other related work as required.

Distinguishing Characteristics:

Works under the general supervision of a higher-level employee, department head or town official.

Performs varied clerical duties ranging in nature from routine to complex and which may on occasion require the exercise of judgement in situations not clearly defined by precedent or established procedures.

Errors could result in delay and confusion and cause adverse public relations.

Makes frequent contact with the general public and town departments.

Access to confidential information limited to department-oriented information.

Negligible physical effort required to perform duties under typical office conditions.

Examples of Work:

Assists individuals in person or by telephone; provides information relative to departmental procedures such as application or eligibility requirements; assists in filling out forms and applications; may issue permits and licenses, and other documents; collects fees and maintains associated records if applicable; refers individuals to appropriate resources as required.

May maintain departmental record systems such as grantor/grantee files, property sales reports and commitment books.

Accepts, verifies and processes payments for taxes, betterments, parking tickets and any other municipal charges; posts payments to cash and/or commitment books; reconciles accounts; bills users of services if applicable.

Types correspondence, forms, reports, cards and other material; compiles information for reports; composes correspondence in response to routine inquiries and for supervisors' signatures.

Verifies and processes departmental bills payable and payroll vouchers; maintains and updates associated records; if required assumes duties of payroll clerk.

Provides general secretarial assistance; attends meetings, takes, transcribes, and distributes minutes as required.

Performs other related duties as required.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience:

High school graduation with courses in bookkeeping and office procedures and one year of experience in bookkeeping, clerical or related field; or any equivalent combination of education and experience.

Knowledge, Ability & Skill:

Knowledge of bookkeeping and office procedures and equipment. Familiarity with town government procedures. Ability to maintain accurate records. Ability to deal appropriately with town employees and the general public. Skills in typing and willingness to learn computer assisted techniques and applications.