



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

**NOTICE**

**POSTED:** February 20, 2020

**NOTICE:** Part Time Job Opening  
Hours: 19

**CLASSIFICATION:** Departmental Clerk

**GRADE:** B

**DIVISION:** Treasurer/Collector

**REQUIREMENTS:** Per Attached Job Description

**WAGE:** \$18.22

**AVAILABLE:** March 10, 2020

**APPOINTING AUTHORITY:** Town Manager

All interested, qualified candidates should submit a Town of Uxbridge application, along with a letter of interest, resume, and the names of three professional references to Human Resources, Town of Uxbridge, 21 South Main Street, Uxbridge, MA 01569 or email same to HR@uxbridge-ma.gov.  
Posted: Town Hall, Library, Fire Department, DPW, Council on Aging, Police Station

Union positions must be posted for 10 working days in-house per Article 31 of the SEIU Contract.

*The Town of Uxbridge is an Equal Opportunity Employer*

## **Departmental Clerk**

This position will perform other duties as assigned and will support other departments as needed.

### 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.