

ADMINISTRATIVE ASSISTANT - TOWN CLERK'S OFFICE

The Town of Westwood has an immediate opening for a highly-organized, customer-focused, detail-oriented assistant to provide administrative and clerical support in the Town Clerk's Office. The Administrative Assistant has frequent contact with the public, town departments, boards, committees, political candidates, other municipal clerks and state governmental officials, requiring the application of appropriate judgment, discretion, professional office protocols, and state law. Works under the general direction of the Town Clerk.

Representative Duties include the following:

- Collects, maintains and secures daily cash, check, credit card and electronic payments for a multitude of services provided by the department.
- Assists in maintaining the department's website; posts meetings online in accordance with the Open Meeting Law.
- Assists in processing the Annual Town Census; files documents, such as voters' cards and census forms.
- Helps with administration of election activities, including voter registration, absentee/early voting ballot processing, nomination papers, petition signatures, and testing voting equipment as directed.
- Serves as a notary public to town staff and the public; may act as a commissioner to qualify public oaths.
- Creates brochures, flyers, etc., to publicize important information relative to the department.
- Assists in filing and processing marriage intentions.
- In the absence of the Town Clerk, may conduct oath of office for appointed Board and Committee members.
- Responds to inquiries from the general public received via phone, correspondence, email and in person.
- Manages office equipment and orders supplies.

Qualifications and experience: Associate's degree and three years of related public sector/customer service experience, or any equivalent combination of education, training and experience. Computer proficiency with Microsoft Office Suite, Quick Books, and Access databases. Ability to work independently to plan, organize, and carry out multiple tasks simultaneously and with frequent interruptions. Strong customer service and communication skills required. ***Special Requirements:*** Must have current, valid Driver's License. Notary Public status within 90 days of hire.

Salary and Benefits: 35 hours per week, union, benefit-eligible position; \$25.77 - \$30.16 per hour in eight steps. Attractive benefit package, including health, dental, life and long-term disability insurances, flexible spending accounts, deferred compensation, and more.

To Apply: Send cover letter and resume to lunger@townhall.westwood.ma.us by March 30, 2021.

EQUAL OPPORTUNITY EMPLOYER