

The Town of Marshfield is seeking a part time administrative clerk for the Building Department. Office duties include but not limited to: filing and archiving, scheduling of inspections, taking payment for and issuing permitting documents. Applicants must have a high school diploma and 1 to 3 years of related work experience, proficient customer service skills as well as computer skills. See full job description on the town of Marshfield website. Qualified and interested candidates should submit applications/ resume to Jim Folkard, Building Commissioner at jfolkard@townofmarshfield.org or Marshfield Town Hall 870 Moraine Street 02050 no later than Friday August 10, 2018.

Town of Marshfield, Massachusetts
Job Description

Position Title:	Part-Time Clerk	Grade Level:	6 (Step 1)
Department	Building	Date:	June 27, 2018
Reports to:	Building Commissioner	FLSA Status	

Statement of Duties: The Clerk performs clerical services in support of building department operations and staff. The employee is required to perform all similar or related duties.

Hours: 19 Hours per week.

Supervision Required: Under the supervision of the Building Commissioner, the employee is carries out assignments with specific instruction. The supervisor provides instruction for new or unusual assignments. Unusual situations are referred to the supervisor and/or Administrative Assistant for advice and further instructions. Supervisor reviews work to remain aware of progress, work methods, and technical accuracy.

Supervisory Responsibility: None.

Confidentiality: The employee does not have regular access to confidential information such as law suits that is obtained during performance of regular position responsibilities in accordance with the State Public Records Law.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, legal repercussions, and missed deadlines.

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed and in some case may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with the uncooperative or uninformed.

Occupational Risk: Risk exposure is similar to that found in a municipal office setting.

Essential Functions:

Building Department
Clerk
6/27/18

Town of Marshfield, Massachusetts
Job Description

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.

Perform clerical services including but not limited to answering a telephone and referring calls to department staff, clerking at counter, filing of department files, assisting Administrative Assistant in archiving files.

Assembles applications for renewal, and assists in scheduling of annual inspections.

Arranges inspections appointments for department inspectors as required.

Within the Permit Management System, takes payment for and issues permitting documentation for residential plumbing, electrical, gas and sheet metal permits.

Makes copies for general public and take payment.

Recommended Minimum Qualifications:

Education and Experience: High School diploma or equivalent; one to three (1-3) years related work experience in an office environment; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: None required.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations. Knowledge office software (word processing and spread sheet applications), and the Internet in support of department operations. Working knowledge of scanners and copiers.

Abilities: Ability to meet and deal with Town staff effectively and appropriately. Ability to work independently and under supervision and to interact effectively with disgruntled members of the public and other department personnel. Ability to perform tasks in a detailed and organized manner.

Skills: Proficient skill in the operation of a personal computer and office equipment and the application of office software including word processing, spread sheet applications, keyboarding and customer service skills; proficient written and oral communication skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Building Department
Clerk
6/27/18

Town of Marshfield, Massachusetts
Job Description

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee is occasionally required to lift objects such as books, office equipment, files, full file boxes and computer paper.

Motor Skills: Duties are mental and physical, and may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding, word processing, filing, lifting and moving file boxes, and sorting of papers.

Visual Demands: The employee is required to read documents for general understanding. The employee is required to review non-written materials.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.