



# TOWN OF ROCKLAND

## Job Description

<b>Position Title:</b>	Senior Administrative Assistant	<b>Grade Level:</b>	4
<b>Department</b>	Board of Health	<b>Date:</b>	2000
<b>Reports to:</b>	Board of Health through Health Agent	<b>FLSA Status:</b>	Non-Exempt

### **Summary:**

Routine to semi-complex clerical and administrative support duties. Assists the Health Agent and Board of Health; in all Public Health related duties as required.

### **Examples of Work:**

Types correspondence, forms, cards, and reports from handwritten copy, rough draft or limited notes. Assists general public in person and on the phone with a variety of inquiries, complaints, and informational requests. Functions as office manager in the absence of the Health Agent.

Processes department bill schedules and payroll. Maintains financial records for department, requiring identification of invoices by department and account. Maintains confidential records of communicable and venereal diseases, and dog bites, reporting them to the proper State agencies. Keeps records of pool installations. Reconciles records monthly with Town Accountant's reports. Provides support information and data for budget finalization. Prepares daily deposits to Town Treasurer.

Sorts and opens mail. Maintains all files, including personnel files and employee attendance records, for Board of Health office. Organizes filing systems. Operates copy machine.

Assists with preparation of agenda for Board of Health meetings. Prepares written support material for board meetings. Attends Board of Health meetings and takes minutes.

Accepts license applications, responding to inquiries concerning policies, fees and procedures. Accepts fees, recording receipts and depositing funds with Treasurer. Sends notices of permit and license renewals. Purchases supplies for department, contacting vendors to research prices when appropriate.

Receives information and coordinates reports from health officials concerning communicable and venereal diseases. Maintains accurate, confidential records of all confidential, reportable diseases, and files reports with the Visiting Nurse Association and the State Department of Health.

Administers trash user fee. Posts and balances cash receipts for trash fees on computer. Computes figures for Municipal Lien Certificates and forwards information to Tax Collector and Board of Assessors.

July 14, 2021

## **DISTINGUISHING CHARACTERISTICS:**

### **Required Knowledge:**

High School education supplemented by secretarial/business training and a minimum of two years clerical experience, including exposure to public contact; or any equivalent combination of education and experience.

### **Responsibility:**

Works under general supervision of Health Agent. Employee expected to plan and carry out routine tasks with few instructions, referring unusual situations to supervisor for resolution. Work involves related steps, processes, and methods. Employee must recognize differences among situations and make decisions based on various choices. Communicates issues to the Health Agent.

### **Accountability:**

Work affects the accuracy, reliability, and acceptability of department services, and affects the work of other employees. Employee expected to use judgment in selecting the most appropriate procedure or method to apply in a particular situation.

### **Relationships:**

Frequent contact with the general public to provide information, assistance, or respond to complaints or problems. Individual works alone much of the time in an office with heavy public contact.

### **Management of Others:**

Work does include some supervisory responsibility.

### **Working Conditions:**

Work is typically office-type, but includes some walking, standing, and carrying light items. Environment involves everyday risks or discomforts which require normal safety precautions typical of offices. Some evening work is required to attend Board of Health meetings as well as occasionally Saturday and Sunday for clinics.

### **Desirable Qualifications:**

Good typing skills with excellent accuracy and moderate speed. Good verbal, telephone, and interpersonal skills. Familiarity with standard office procedures and equipment including typewriter, computer, copy machine, and calculator. Ability to work with frequent interruptions. Some knowledge of local rules and regulations. Ability to research applicable laws.