

**Town of Scituate, Massachusetts  
Position Description**

**Position Title: Chief Clerk – Department of Planning and Development**

**Statement of Duties**

Performs a wide variety of complex secretarial assignments including initiating and typing correspondence and reports, processing application materials for the Planning Board, maintaining an office filing system, ordering supplies, handling accounts payable, and preparing forms and other documents. Duties are descriptive but not restrictive, and not all of the duties listed are necessarily performed by all members of the class nor is the listing meant to be exhaustive of all typical duties and functions performed but along the same lines pertinent to that specific department.

**Supervision**

This position is appointed by the Town Administrator. Incumbent reports to the Director of Planning and Development. In most instances, incumbent plans and carries out regular work in accordance with standard procedures and previous training. Technical and policy matters are discussed with Director. Most day-to-day work is performed with a high degree of independence. Must observe office procedures, state and local laws, rules and regulations.

**Job Environment**

Work at this level involves both standard and non-standard practices and procedures that require the incumbent to analyze and evaluate facts and circumstances. Incumbent is expected to process and handle a number of details with accuracy and completeness. In most instances, standard practices and general work applications govern the work activity of the incumbent, but are not always clearly applicable. The incumbent is expected to use judgment in selecting the appropriate course of action, and normally the choice is among available alternatives. Incumbent is required to work beyond normal business hours in covering Planning Board meetings.

Errors made could result in delay or loss of service and legal liability to the town.

The incumbent has regular contact with the public, business owners, developers, professionals such as engineers and attorneys, Planning Board members and other town staff through office proceedings and activities, answering of questions and providing information about procedures and departmental review processes. Other contacts are typically with other state and federal agencies, residents, vendors and other town boards and committees. Contacts occur in person, through use of the telephone, email and correspondence. The incumbent has access to confidential information pertaining to litigation, proposals by developers which are not yet public, financial information of

applicants for town programs and development requirements, strategies relative to land use.

### **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types 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.*

Maintains computerized department data bases, filing systems, financial and/or program records; performs arithmetical computations, including calculation of deadlines for public hearing advertisements, public hearings and decision filings; preparation of department payroll, accounts payable and receivables, performs purchasing and requisition functions for department.

Handles Planning Board Revolving Account and Guarantee Deposit Account. Reconciles deposits against expenditures. Contacts applicants to replenish balance in Guarantee Deposit Account as needed.

Establishes, maintains, updates and reviews records in a detailed and accurate manner.

Receives, opens, screens and distributes mail to proper persons; receives telephone calls and furnishes assistance to callers and office visitors.

Answers routine telephone and walk-in inquiries and complaints and routes requests to appropriate staff; explains procedures and/or policies based on knowledge of department and town services to residents, developers, engineers, attorneys.

Prepares agenda and postings for all Planning Board Meetings,

Attends Planning Board meetings, takes minutes for all open and Executive Session meetings, prepares minutes for acceptance.

Compiles files for various plans and subdivision proposals or special permits, transmits applications to other departments, insures completeness, follows up on any deficiencies. Assists with

Works on special projects assigned by Director as necessary or warranted. Researches information on various topics and provides results to Director.

## **Minimum Required Qualifications**

### **Education and Experience**

A candidate for this position should have a High School Degree or equivalent, with advanced training or experience including but not limited to three – (3) years to five (5) years office management or support staff experience preferably in a municipal setting; or an equivalent combination of education and experience.

### **General Knowledge, Skills and Abilities**

A candidate for this position should have a thorough knowledge of arithmetic; demonstrate proficiency in current computer hardware and software applications specifically in Microsoft word, Excel, Accounts Payable, payroll, graphs, and tables, Access and/or other databases practices and procedures. Ability to maintain confidential information takes and transcribes meeting minutes, keep complex records and prepare correspondence on routine matters without referral to a supervisor. Ability to establish and maintain effective working relationships with other staff, local officials, citizens, developers, and others while providing the highest degree of customer service to the public and customers. Ability to meet deadlines with frequently overlapping tasks.

*Specific Knowledge Skills and Abilities.* Excellent customer service and interpersonal skills. Must be self-motivated with excellent organizational skills. Strong accounting, writing and computer skills with demonstrated ability working with Microsoft Word, Excel and Access programs. Ability to work and complete tasks with frequent interruptions.

### **Physical and Mental Requirements**

Work is performed primarily in an office setting. There is minimal risk of personal injury. Physical demands generally involve standing, walking, talking or listening/hearing, stooping, kneeling, up to 2/3 of the time; reaching with hands or arms more than 2/3 of the time; and sitting and using hands more than 2/3 of the time. Seldom is weight lifted or force exerted up to 10 lbs. The position has normal vision requirements. Equipment used includes personal computers, office machines, telephone, facsimile and related office machines.