

**Town of Dudley, Massachusetts**  
**Job Description**

<b>Position Title:</b> Functional Title:	Municipal Finance Clerk <i>Temp Clerk-Administration and Finance</i>	<b>Grade Level:</b>	2
<b>Department</b>	Town Accountant & Treasurer/Collector	<b>Date:</b>	2/29/24
<b>Reports to:</b>	Town Accountant & Treasurer/Collector	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** The Municipal Finance Clerk is a shared, temporary position, responsible for providing basic administrative coverage to finance departments as assigned. The employee is required to perform all similar or related duties.

**Supervision Required:** Under the general supervision of the Treasurer/Collector and Town Accountant, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides instruction for new or unusual assignments. Unusual situations are referred to the supervisor for advice and further instructions. Supervisor reviews work to remain aware of progress, work methods, and technical accuracy.

**Supervisory Responsibility:** The Clerk as a regular part of the job is not required to supervise other department employees.

**Confidentiality:** In accordance with the State Public Records Law, the employee has regular access to confidential information such department records.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, legal repercussions, and adverse public relations to the town.

**Judgment:** Numerous standardized practices, procedures or general instructions govern the work performed and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent standard operating practice or procedure, in compliance with established local or state regulations, laws or guidelines.

**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 of a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The employee is required to conduct work outdoors and is exposed to traffic, and/or adverse weather conditions, confined spaces, when required to access uneven or construction work sites when required to conduct field inspections.

**Nature and Purpose of Public Contact:** : Relationships with co-workers and the public in person, in writing, and/or via email, involving frequent explanation, discussion or interpretation of

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standard operating practices and procedures. More than ordinary courtesy and tact may be required to resolve complaints or deal with uncooperative or uninformed people.

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

**Essential Functions:**

*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.*

1. Customer service includes directing public telephone calls, emails and basic customer service.
2. Processing of payments within department guidelines.
3. Basic bookkeeping duties.
4. Basic clerical/office duties.
5. Ability to work with confidential or sensitive information.

**Recommended Minimum Qualifications:**

**Education and Experience:** Minimum of a High School degree or an equivalent apprentice level of knowledge with an Associate's degree or equivalent journeyman's level of trade knowledge preferred; 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

**Knowledge, Abilities and Skill**

**Knowledge:** Basic knowledge of math and accounting

**Abilities:** Ability to understand and follow oral and written instructions. Ability to communicate effectively orally and in writing; ability to perform multiple tasks in a detailed, time sensitive and accurate manner.

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

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an Administrative Secretary 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.*

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**Physical Skills:** Little or no physical demands are required to perform the essential functions of the position. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The Administrative Secretary is also required to lift, push or pull objects such as books, office equipment and computer paper.

**Motor Skills:** Position requires the application of basic motor skills for activities including but not limited to operating a personal computer, office equipment, word processing, pushing, pulling, or lifting office equipment, and the sorting/filing of papers.

**Visual/Auditory Skills:** The employee is required to constantly read documents, personal computer screens and written reports, maps and surveys for general understanding.

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