Town of Stoneham

Office of the Town Administrator

Human Resources (781) 279-2620

Job Description

Job Title: **Office Assistant**
Department: **Building Department**
Supervision: **Reports to Building Inspector**
Scheduled Hours: **18 hours per week**
Union Affiliation: **THEA**
Salary/Grade: **Grade 32 - $16.32 per hour**

Primary Purpose

Under the general supervision of the Building Inspector, performs a variety of skilled clerical and administrative duties in support of the operations of the Building Department. Makes frequent contact, requiring courtesy, patience and tact, with the general public and Town departments.

Essential Duties and Responsibilities

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.

- Receives and processes applications for various types of building related permits.
- Explains procedures, fees, regulations, and/or policies based on knowledge of office functions and services offered by the department.
- Will interact in a courteous and professional manner with the general public, contractors, and representatives of outside organizations, in person, in writing and by telephone.
- Acts as the department's receptionist answering routine inquiries and complaints.
- Receives and processes application fees and deposits payments in accordance with the Town Treasurer's guidelines.
- Processes department invoices for payment.
- Creates, organizes and maintains accurate and detailed department files and logs.
- Scans building plans and documents.
- Must be able to multitask, work independently, and handle frequent interruptions from the public.
- Ability to maintain department confidentiality.
- Performs other related clerical duties as assigned.

Education and Experience

High School Diploma; four years experience in general clerical and accounting work. Municipal experience preferred, or any equal combination of education and experience.

Knowledge, Ability and Skill:

- Thorough knowledge of Microsoft Word, Outlook and Excel.
- Thorough knowledge of office practices and procedures, office terminology and office equipment.
- Knowledge of building inspection process and permitting system is preferred, but not necessary.
- Experience with the Town's MUNIS software program is preferred, but not necessary.
- Working knowledge of Town government.
- Ability to communicate clearly and concisely, both orally and in writing, with the general public and other Town departments.
- Ability to maintain detailed and accurate records and to execute oral and written instructions in a precise manner.

Work Environment - Physical Demands

- Minimum physical effort is required to perform most duties.
- May lift light objects or files.
- Ability to operate a keyboard and standard office equipment.
- The employee is required to stand, sit, speak and hear, and use hands and fingers to operate equipment and to reach with hands and arms.
- Vision requirements include the ability to read documents and use a computer.

Pre-employment Requirements

The prospective employee must successfully complete a CORI (Criminal Offender Records Inquiry) and a physical examination, including a drug screening. The Town reserves the right to run additional CORI checks as allowed under Massachusetts General Law.

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.

The Town of Stoneham is an EEO/AA Employer

To apply for this position, please send your resume, with a cover letter of interest and a completed employment application to:

TOWN OF STONEHAM
35 Central Street, Stoneham, MA 02180
ATTN: GINNY RAY, HR DIRECTOR

Deadline date: Wednesday, June 17, 2015, at 12:00 noon

06-04-15