

JOB TITLE: Selectboard Office Assistant (Part-Time)

DEPARTMENT: Office of the Selectmen

STATUS: Part-time, 5 hours per week

REPORTS TO: Board of Selectmen Administrative Assistant

JOB SUMMARY

Provides administrative and clerical support to the Selectboard Assistant and Town Office. Assists with routine office operations, records management, and public-facing tasks.

ESSENTIAL DUTIES (examples)

- Answer phones, greet the public, and respond to routine inquiries.
- Prepare, organize, and file correspondence, documents, spreadsheets, and reports as directed.
- Assist with Selectboard meeting preparation, including assembling packets and supporting draft minutes as needed.
- Perform basic data entry and record updates (e.g., property information, permits, and other town records).
- Support basic accounts payable/receivable tasks, including data entry, documentation, and assisting with deposits.
- Post notices, job listings, and other public information as assigned.
- Assist with reports, annual town meeting materials, and other municipal documents.
- Provide general support to office operations, including coordinating service calls for office equipment when needed.
- Conduct basic research and gather information for projects and reports.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of basic office procedures and administrative practices
- Proficiency with Microsoft Office (Word, Excel, email) or similar software
- Strong organization, recordkeeping, and attention to detail
- Professional verbal and written communication skills
- Ability to prioritize tasks and work independently on routine assignments
- Ability to work cooperatively with staff and interact tactfully with the public

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required; coursework in business/administration preferred

- Prior office/administrative experience preferred
- Municipal experience a plus, not required
- Valid driver's license preferred
- Equivalent combination of education and experience will be considered