

SEEKONK | Massachusetts

Senior Secretary

Job Posting

The Town of Seekonk seeks qualified applicants to serve as Senior Secretary to the Planning and Zoning Board of Appeals. This is a full-time, 35 hours per week, benefit eligible position. The Senior Secretary will work under the administrative direction of the Town Planner. Minimum requirements: Must have a High School diploma or equivalent and three (3) to five (5) years in general office work in a municipal setting or any equivalent combination of education, training, and experience. Salary is based on a four (4) step table. Step 1 is \$24.28 per hour and Step 4 is \$27.71 per hour. The Town of Seekonk requires a physical exam, drug screen and CORI check post-offer. A complete job description is attached and an employment application can be obtained at <https://www.seekonk-ma.gov/administration/pages/employment-opportunities>

This position is a member of the clerical unit. The collective bargaining agreement can be located at <https://www.seekonk-ma.gov/administration/human-resources/pages/collective-bargaining-agreements>

Qualified individuals should send a completed application to Human Resources, 100 Peck Street, Seekonk, MA 02771 hrstaff@seekonk-ma.gov by February 3, 2022 at 4:00pm. EOE/AA

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JOB DESCRIPTION

Job Title:	Senior Secretary	Department:	Planning and Zoning Board of Appeals
Supervisor:	Town Planner	Status:	Union
Salary:	Step 1 - \$24.28 per hour	Union:	United Steelworkers of America AFL-CIO, CIC Local 9517-10.
FLSA:	Non-Exempt	Hours/Week:	35

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POSITION OVERVIEW: The Senior Secretary is responsible for performing highly responsible administrative and technical services for the Planning Department and the Zoning Board of Appeals. The position is responsible for performing a variety of moderately complex tasks including accepting applications, collecting fees, answering inquiries regarding planning and zoning issues, maintaining records, preparing reports and correspondence, and overseeing office operations.

SUMMARY: The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. This position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.

The Senior Secretary is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction.

The Senior Secretary coordinates all clerical and routine administrative tasks associated with the Zoning Board of Appeals and Planning department as well as interdepartmental and other public bodies within the Town as assigned. The position requires the use of critical thinking to make frequent independent decisions affecting day to day operation of the Zoning and Planning departments. The position is responsible for the review of applications to the Zoning Board of Appeals and Planning Board to ensure that all pertinent and required information is provided on submitted plans and forms in accordance with the Massachusetts General Laws, General By-Laws of the Town of Seekonk, Seekonk Zoning By-Laws, rules and regulations of the Zoning Board of Appeals and Planning Board. Prepares agenda packets and may be occasionally attend meetings of the Zoning Board of Appeals and Planning Board as necessary; prepares minutes and decisions documenting the Boards' proceedings. Assists in the general functioning, inventory, and supply of the Zoning and Planning departments. Assists in the maintenance and upkeep of the Planning Board and Zoning Board of Appeals' pages on the Seekonk Town Website.

SUPERVISION: Works under the administrative direction of the Town Planner and under the policy direction of the Board of Selectmen. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

JOB ENVIRONMENT: A great deal of work is carried out in a team environment and with a degree of independence. Administrative work is performed under typical office conditions, with frequent interruptions. Operates personal computer and standard office equipment such as copier, facsimile machine, etc.

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.

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- Composes or drafts, types and dispatches all legal documents and correspondence in accordance with the rules and regulations governing the Subdivision of Land in the Town of Seekonk, the Seekonk Zoning Bylaws, and MGL Chapter 41 Section 81k et. seq. “The Subdivision Law.”
- Assures legal requirements are met including postings, timeframes, minutes and other records.
- Schedules and prepares for meetings/hearings.
- Processes and distributes/submits forms.
- Drafts legal ads to be published in local newspapers.
- Prepares letters and memos from dictation and rough drafts for the Town Planner and Zoning Board.
- Assists in preparing grant applications.
- Transcribes and maintains records of the Planning Board and Zoning Board of Appeals meeting minutes in accordance with the Open Meeting Law and Public Records Act.
- Keeps track of all hard copy and digital files for the Planning Board and Zoning Board of Appeals.
- Ensures that all pertinent information is readily available to the Town Planner, Planning Board, Zoning Board of Appeals to assist them in preparation for upcoming hearings; prepares outline of the significant activities of the Zoning Board and Planning Board through review of the year's work.
- Ensures that all Town Meeting warrant articles submitted are written exactly as approved by the Planning Board and Zoning Board.
- Handles all telephone inquiries not directed specifically to the Town Planner and Zoning Board of Appeals' members; includes answering of questions which relate specifically to Planning and Zoning procedures, and/or referring the party to another department for resolution of problems within their areas of jurisdiction.
- Establishes and maintains a permanent, accurate and functional filing system in accordance with the Public Records Act to ensure immediate access to all current and past records.
- Orders all supplies required for operation of the Planning and Zoning Board of Appeals.
- Maintains all records required to prepare and monitor the budget.
- Maintains routine liaison with all Town boards, departments, legal counsel, developers and engineers who have active projects before the Planning Board and Zoning Board of Appeals.
- Assists in the preparation of the Annual Report for the Zoning Board and Planning Board.
- Other duties and special projects as assigned.

QUALIFICATIONS: *Education and Experience*

Must be a high school graduate with a business school or higher specialized training, Associate degree preferred. Not less than three (3) to five (5) years of experience in general office work in a municipal setting or any equivalent combination of education, training, and experience. Must pass a background and criminal history (CORI) review.

Preferred Qualifications

Candidate must be able to demonstrate possession of the required knowledge skills and abilities to perform this work.

Knowledge, Ability and Skill

Knowledge: Acquire and maintain a thorough knowledge and understanding of applicable federal, state, county, and town bylaws, policies and regulations required for the operation of the Planning and Zoning Board of Appeals. Knowledge of office equipment and the operation of computer software applications, particularly word processing, spreadsheet, database, email and internet.

Ability: Communicate effectively orally and in writing. Ability to work independently. Ability to multi-task effectively and work within timelines and prioritize tasks. Ability to create and maintain computer databases for the Planning and Zoning Board of Appeals. Must have the ability to type 60 to 80 words per minute, with minimal errors. Must have the ability to comprehend budgets, collective bargaining agreements, and directives.

Skill: Excellent customer service and interpersonal skills. Excellent communication skills, in person, by phone, and electronically. Skills in operating computers and utilizing appropriate software applications to include database and spreadsheet applications, including but not limited to Microsoft suite products. Excellent organizational skills. Strong analytical and reading comprehension skills. Good interpersonal skills to work in a team environment.

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PHYSICAL REQUIREMENTS: Light physical effort required to perform duties under typical office conditions. Frequently required to sit, stand, and walk over various surfaces. May spend sustained periods on a computer, telephone, or operate other office equipment. Regular interruptions to assist citizens, customers, and other Town employees. Occasionally required to move, push or pull items weighing up to 30 pounds.

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 Seekonk is an Equal Opportunity/Affirmative Action Employer