

Town of Manchester
List of Duties
Clerical Assistant – Part Time
Manchester Senior Center
\$12.50 per hour - No Benefits

4 days – 9:00 a.m. – 1:00 p.m., 1 day – 9:00 a.m. – 12:30 p.m./ 19.50 hours per week

Duties

This position performs diversified clerical tasks of a confidential nature including handling correspondence, filing, data entry, interacting with the public, and providing staff support.

- Performs various clerical tasks including preparing correspondence, processing mail, maintaining reports, and filing systems.
- Operates personal computer with word processing software.
- Enters data into database.
- Collects and processes various forms such as forms of proof for corrections, applications for benefit programs.
- Prepares notices for mailings
- Sorts, opens, and arranges mail in priority order and distributes as necessary.
- Screens calls, responds to routine questions. Schedules appointments and meetings.

Knowledge, Skill, and Training:

- Knowledge of basic clerical tasks and procedures. Ability to use computer.
- Ability to work independently on a variety of assignments.
- Ability to handle confidential information.
- Ability to handle difficult and varied situations with employees and/or the public.
- Ability to learn department policies, practices, and operations.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, customers, and the general public.

Minimum Training and Experience:

- High School Diploma or equivalent, plus three to five (3 - 5) years of general office experience, strong computer skills and experience working with the public.

This sheet is prepared to provide information and guidance. The Town reserves the right to change, add to, or delete any duties. This summary sheet does not constitute a contract of employment. Employment with the Town is on an at will basis. The Town may terminate the employment relationship at any time and for any reason.