

**Town of Manchester**  
**List of Duties**  
**Clerical Assistant**  
**19 hours/week/part-time; \$10.50 - \$12.50/hour; no benefits**  
**Various Town Departments**

**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.**