



Town of Alton Job Description Highway Department Secretary

Date: November 17, 2016

General Position Description: Performs a wide variety of general clerical, secretarial, and administrative office functions in support of the day-to-day operations of the Department and the Highway Manager. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Accountability: This position reports to the Highway Manager.

Equipment Used: Computer, laptop, calculator, program software, typewriter, copy and fax machine, office fixtures, printer, radio dispatching, telephone, etc.

Environment: Inside: 99% Outside: 1%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

1. Perform responsible duties in the preparation and maintenance of municipal records.
2. Assist the public, employees, and other Town officials and departments as needed.
3. Interpret basic administrative decisions and policies for municipal clients and customers.
4. Assist applicants with forms and general requirements for municipal services.
5. Consult with department heads for assistance on unusual problems and difficult questions.
6. Compose and type forms, statements, letters, receipts, reports, permits and other correspondence from copy, rough draft, or general instructions, including tabulation compilation.
7. Enter related data into computer files and proof read written communication.
8. Make tabulations of posted data and arithmetic calculations.
9. Files applications, records, correspondences, and documents in accordance with generally accepted practices delegated by supervisors.
10. Maintain records including indexing and filing.
11. Promptly, politely and professionally attend to visitors and telephone calls in supplying public information about Town operations, programs, policies, procedures, etc.
12. Operate all office equipment.
13. Help to coordinate and update town records through daily interaction with supervisors.
14. Send out certificated notices for hearings, meetings, and publish meeting notices or other records as maybe required by law including the posting of notices for hearings, general information and labor notices.
15. Distribute and route incoming mail and communications as applicable.
16. Organize and maintain official road files.
17. Perform other duties as specified.

Cognitive and Sensory Requirements:

- Vision: Necessary for visual operation in all aspects of the position such as equipment use, paperwork, observing safety of co-workers, and general public, etc.
- Hearing: Necessary for receiving instructions, for safety while working, taking minutes at meetings, and for listening to instructions, questions, suggestions and advice.
- Speaking: Necessary for communicating with employees, supervisors, the public, and vendors.
- Taste and Smell: Necessary for detecting fumes and gasses.

- **Dexterity:** Necessary for operating equipment, handwriting, and computer keyboard operations, etc.
- **Mobility:** Needed to walk around work sites, the department, and other municipal locations as well as other outside locations, equipment/vehicle sites, breakdown sites, and to perform all functions of the job in, out, and around vehicles and equipment.

Physical Requirements:

Lift up to 10 pounds: constantly required.
 Lift 11 to 25 pounds: occasionally required.
 Lift 26 to 50 pounds: rarely required.
 Lift over 50 pounds: rarely required. Assistance may be available.
 Carry up to 10 pounds: occasionally required.
 Carry 11 to 25 pounds: occasionally required.
 Carry 26 to 50 pounds: rarely required.
 Carry over 50 pounds: rarely required. Assistance may be available.
 Balancing: never required.
 Push/pull: rarely required.
 Reach above shoulder height: occasionally required.
 Reach at shoulder height: occasionally required.
 Reach below shoulder height: frequently required.
 Sit: one total hour per day.
 Stand: six plus hours per day.
 Walk: four plus hours per day.
 Twisting: occasionally required.
 Bending: frequently required.
 Crawling: rarely required.
 Squatting: rarely required.
 Kneeling: occasionally required.
 Crouching: rarely required.
 Climbing: occasionally required.
 Driving: never required.

Fine motor skills (hands, wrists, fingers, feet, toes, etc.):

- Grasping: constantly required.
- Handling: constantly required.
- Torquing: occasionally required.
- Fingering: frequently required. Keyboards, hand tools, etc.
- Foot/feet: rarely required. Operating vehicle and equipment foot pedals, walking on properties for inspections, etc.
- Toes: never required.
- Controls and equipment: Hand and power tools, light and heavy equipment, rarely required
- motor vehicles, office equipment, telephone, etc. constantly required

Work Surfaces:

- Office area includes workstation with desk, computers and cupboards
- Table, filing cabinets, closet with shelves, bookshelf and bulletin boards
- All surfaces are at various heights
- Non-structure interior and exterior surface

Summary of Occupational Exposures:

- May be exposed to fuels, fumes, paints, solvents, hydraulic fluids,
- Most work occurs within the office setting.
- Some travel in a motor vehicle is required.
- May be exposed to short periods of sunlight and unfavorable climatic conditions when out of the office.

- When in the office may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc.

Training, Skills and Experience Requirements:

- Attend conferences for various programs
- RSMS
- Sims
- Nims
- Safety Meetings
- E-911 Committee
- Certified Flagger
- Computer skills of Microsoft Office, Adobe, Vision, Fleet Maintenance, QuickBooks, basic accounting, transcribing
- Familiarity with office organization and optimization techniques
- Integrity and professionalism
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:

- Valid NH driver's license
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Schedule: Monday through Friday, 7am – 3:30pm. Possible overtime if and when needed or required and approved.