| **Position Title:** | Clerk | **Grade Level:** |  1 |
| --- | --- | --- | --- |
| **Department** | Sewer Commission | **Date:** |  06/23/25 |
| **Reports to:** | Sewer Commission | **FLSA Status** | Non-Exempt |

**Statement of Duties**: The Sewer Commission Clerk performs administrative and clerical services in support of the Sewer Commission. Average hours are forecasted at 8 hours weekly and will likely vary depending on season, with more hours needed for budget season (Jan – May) and for bi-annual billing in Spring and Fall.

**Supervision Required:** Under the general supervision of the Chairman of the Sewer Commission or designee, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. 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

**Supervisory Responsibility:** The employee, as a regular and continuing part of the job is not required to regularly supervise any town employees.

**Confidentiality:** The employee has regular access to confidential information that is obtained during performance of regular position responsibilities such as department, law suits, official personnel files and client records in accordance with the State Public Records Law.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include missed deadlines, adverse public relations, monetary loss, jeopardize programs, and legal repercussions to the Town.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, law, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties that generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The work can largely be accomplished remotely via online meeting rooms and e-mail communication. When in person work is needed, the work environment involves everyday discomforts typical of a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

**Nature and Purpose of Public Contact:** Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Ordinary courtesy, tact, and diplomacy may resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

**Occupational Risk:** Duties of the job present little potential for injury to the employee. Risk exposure is similar to that found in typical office settings.

**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.*

* Check emails, serve as Liaison to Buckland Administrator to stay in touch with Sewer District business (staffing issues, grant applications, budget development etc.)
* Coordinate joint meetings of the Shelburne and Buckland Sewer Commissions
* Schedule Sewer Commission meetings, post meetings, take minutes
* Process abatement Requests
* Work with the Treasurer for bi-annual billing cycle
* Work with the Shelburne Falls Fire District on water meter accounts to calculate annual sewer rate
* Work with the Buckland Town Administrator to reconcile year end income expenses to calculate enterprise fund surplus contribution
* Work with Shelburne Administrator to post Town Meeting warrant articles for Sewer District budget
* Manage Shelburne Sewer District grants and grant reports
* Average hours budgeted at 8 hours weekly – job is seasonal, with bulk of hours needed for budget season (Jan – May) and bi-annual billing in Spring and Fall.

**Recommended Minimum Qualifications:**

**Education and Experience:** High School Diploma or equivalent; minimum of one to three (1-3) years related work experience**;** or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** None required.

**Knowledge, Abilities and Skill**

Knowledge: Thorough knowledge of the Commission’s policies, practices and procedures, and office operations; knowledge of laws and regulations pertinent to the position’s functions; working knowledge of office software (i.e. word processing and spreadsheet applications) Town website and the Internet in support of commission operations.

Abilities: Ability to interact effectively and appropriately with the public and co-workers; ability to manage multiple tasks in a detailed and timely manner.

Skills: Proficient with personal computers, recordkeeping and clerical skills, proficient written and oral communication skills; effective customer service skills; effective organizational skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position’s essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the essential functions of this position. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper .

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, personal computer and/or most other office equipment, typing and/or word processing, filing, and sorting of papers.

**Visual Demands:** Visual demands require the employee to read documents for general understanding. The employee is rarely required to determine color differences.

*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.*