



## **JOB DESCRIPTION**

### **Town of Smithfield**

### **OFFICE CLERK**

**GENERAL SUMMARY:** This part-time, hourly, non-union, position is located in the Town Clerk's office and falls under the general supervision of the Town Clerk or the Deputy Town Clerk. The Office Clerk is responsible for the general maintenance of files and assists with duties performed in conjunction with the Town Clerk's office which includes filling; land evidence recordings, vitals, processing births, marriages and deaths, licensing (food, alcohol, holiday, detective, etc.), voter registration data-basing and professional interaction with the general public, co-workers and administration.

### **ESSENTIAL FUNCTIONS:**

1. Data-basing Election Information (updating registrations, removals, etc.)
2. Processing the public's request for certified copies of birth, marriage and death certificates.
3. Assisting with land evidence recordings, filings and certifications.
4. Assisting licensing process in areas such as bingo, weapons, kennel holiday, dog, massage, pool table, detective, liquor, food, special dance, entertainment, arcade and special events.
5. Assisting with research in the vault.
6. Photocopying, typing/data entry, faxing, and mailing.
7. Answering telephone calls, screening calls, and responding to inquiries.
8. Filing.
9. Additional duties as assigned.

### **JOB REQUIREMENTS:**

#### *Experience/Education:*

1. High School Diploma or GED equivalent required. (Associates Degree Preferred.)
2. Two years of professional experience in an administrative, secretarial or clerical position.
3. Computer proficiency in Microsoft Office.
4. Strong organizational skills to complete projects as assigned in a professional, accurate and timely fashion.
5. Ability to type, file and take direction.
6. Ability to interact with the public in a professional and courteous manner.

*Other:*

1. Ability to cooperate and work well with office staff and town employees from other departments.
2. Efficient and accurate in assigned duties.
3. Dependable and punctual when reporting to work.

**PHYSICAL REQUIREMENTS:**

1. See functional job description (attached.)

**WORKING CONDITIONS:**

1. Performs most duties in an office environment with extensive telephone usage and writing and typing tasks.
2. Some nights and weekend work may be required, especially during elections.

**SALARY:**

As stipulated by the Town Manager.

11/2020

TOWN OF SMITHFIELD  
OFFICE CLERK

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	Office Clerk
<b>Department:</b>	Town Clerk's Office
<b>Brief Description of Job:</b>	
<p><b>General Summary:</b> This part-time, hourly position is located in the Town's Clerk's office and falls under the general supervision of the Town Clerk or the Deputy Town Clerk. The employee (Office Clerk) is responsible for the general maintenance of files and assists with duties performed in conjunction with the Town Clerk's office, which include land evidence recordings, vitals processing (births, marriages, deaths), licensing, (food, alcohol, holiday, detective, etc.) voter registration data-basing, and professional interaction with the general public, co-workers, and administration. <b>Essential Functions:</b> Data-basing election information (updating registrations, removals, etc.). Processing the public's request for certified copies of birth, marriage and death certificates. Assisting with licensing process, land evidence recordings, filings, and certifications. Assisting with research in the vault, photocopying, faxing and mailing. Answering telephone calls, screening calls and responding to inquiries. Extensive contact with the public. Any additional duties as assigned by the Town Clerk. <b>Job Requirements:</b> Computer proficiency in Microsoft Office. Strong organizational skills to complete projects as assigned in a professional, accurate and timely fashion. Ability to computer type, file and take direction. Ability to interact with public in a professional and courteous manner. <b>Other:</b> Ability to cooperate and work well with office staff. Efficient and accurate in assigning duties. Dependable and punctual when reporting to work.</p>	
<b>Personal Protective Equipment:</b>	None required

<b>Classification:</b>	Sedentary: <u>  X  </u>	Light: <u>  __  </u>	Medium: <u>  __  </u>	Heavy: <u>  __  </u>	Very Heavy: <u>  __  </u>
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**Classification Key:**

*Sedentary - Exerting up to 10 lbs of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;*  
*Light - Exerting up to 20 lbs of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;*  
*Medium - Exerting 20lbs-50lbs of force occasionally; 10lbs- 20lbs frequent; and/or greater than negligible up to 10lbs of force constantly to move objects;*  
*Heavy - Exerting 50 to 100lbs of force occasionally; in excess of 50lbs frequently; 10lbs- 20lbs of force constantly to move objects;*  
*Very Heavy - Exerting in excess of 100lbs of force occasionally; and or in excess of 50lbs of force frequently; in excess of 20 lbs of force constantly to move objects*

<b>Driving Requirements:</b>	None: <u>  X  </u>	Manual: <u>  __  </u>	Automatic: <u>  __  </u>
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### WORK ENVIRONMENT

<b>Floor Surface:</b>	Office environment; rugged surface		
<b>Inside:</b>	At constant level	<b>Outside:</b>	N/A
<b>Lighting:</b>	Overhead fluorescent lighting		
<b>Vibration:</b>	N/A		

TOWN OF SMITHFIELD  
ADMINISTRATIVE CLERK

**PHYSICAL DEMANDS**

**LIFTING**

Maximum weight lifted: up to 10 pounds occasionally

WEIGHT	Never	Occ.	Freq.	Constant	Heights	Description of object
0 - 10 lbs		X			Waist to shoulder	File boxes
10 - 20 lbs	X					
20 - 35 lbs	X					
35 - 50 lbs	X					

**CARRYING**

Maximum weight carried: up to 10 lbs

WEIGHT	Never	Occ.	Freq.	Constant	Distances	Description of object
0 - 10 lbs		X			Waist level- within office	See above
10 - 20 lbs	X					
20 - 35 lbs	X					
35 - 50 lbs	X					

**PUSHING/PULLING**

Maximum push/pull: minimal

WEIGHT or FORCE	Never	Occ.	Freq.	Constant	Distances	Description of object
0 - 10 lbs		X			Short distance	File cabinets
10 - 20 lbs	X					
20 - 35 lbs	X					
100 + lbs	X					

ACTIVITY	Never	Occ.	Freq.	Constant	Comments
Sitting				X	
Standing		X			
Walking		X			
Bending		X			
Twisting	X				
Crawling	X				
Kneeling	X				
Squatting		X			
Climbing		X			Stairs as needed
Reaching - Vertical		X			
Reaching - Horizontal			X		
Grasping		X			
Pinching	X				
Manual Dexterity				X	Computer usage; key strike; data entry
Fine Dexterity		X			

**FREQUENCY KEY:** Never (0%), Occasional (0-33% of shift), Frequent (34-66% of shift), Constant (67-100% of shift)