Town of Hooksett Job Description
Administration Department
Secretary
GRADE 2

Date: January 11, 2019

General Position Description: This part-time position is responsible for secretarial duties and the processing and recording of correspondence in support of the operation of the Administration Department.

Accountability: Reports to the Town Administrator and/or designee.

Equipment Used: Computer, typewriter, photocopier, fax, calculator, computer printer, paper punch, paper cutter, stapler and various office equipment necessary for the job.

Environment: Inside: 95% Outside: 5%

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

- Copying, distributing, and filing of job postings, and application packets.
- Copying and assembling of new hire orientation packets.
- Copying and assembling of personnel training packets.
- Copying, distributing, and filing of personnel correspondence.
- Assisting in the coordination of active & retiree employee events to include health insurance open enrollment, vendor fair & biometric screening-flu clinic, employee recognitions, and wellness programs.
- Assisting in the data entry of personnel information.
- Copying, assembling, posting, & distributing Board/Committee packets and correspondence.
- Provide clerical support for Board/Committee(s) & sub-committee(s) to include recording of meeting minutes.
- Maintaining sensitive information in a confidential and professional manner.
- Performing other clerical duties as required or as directed by the Town Administrator and/or designee.

Cognitive and Sensory Requirements:
Vision: Necessary for visual operation in all aspects of the position such as office equipment use, reading instructions and documents, handling paperwork, etc.
Hearing: Necessary for listening to instructions, questions, and taking minutes at meetings.
Speaking: Necessary for communicating with employees, residents, and the general public.
Dexterity: Necessary for operating equipment, handwriting, and computer keyboard operations, etc.
Mobility: Needed to walk around the Municipal Building and elsewhere for other duties such as banking, errands, etc.
Physical Requirements:
Lift up to 10 pounds: constantly required.
Lift 11 to 25 pounds: frequently required.
Lift 26 to 50 pounds: occasionally required.
Lift over 50 pounds: rarely required. Assistance may be available.
Carry up to 10 pounds: constantly required.
Carry 11 to 25 pounds: frequently required.
Carry 26 to 50 pounds: occasionally required.
Carry over 50 pounds: rarely required. Assistance may be available.
Balancing: required.
Push/pull: regularly required.
Reach above shoulder height: regularly required.
Reach at shoulder height: constantly required.
Reach below shoulder height: frequently required.
Sit: four consecutive hours.
Stand: one hour.
Walk: one hour.
Twisting: occasionally required.
Bending: frequently required.
Crawling: rarely required.
Squatting: rarely required.
Kneeling: rarely required.
Crouching: rarely required.
Climbing: occasionally required.

Hand Manipulation:
Grasping: constantly required.
Handling: constantly required.
Torqueing: occasionally required.
Fingering: frequently required.
Controls and equipment: telephone, computer hardware, office supplies, office equipment, etc.

Work Surfaces: Meeting room area includes workstation with desk, computers, filing cabinets, tables, cupboards, etc. All surfaces are at various heights.

Summary of Occupational Exposures: Most work occurs in an office.

Other Training, Skills and Experience Requirements:
- Minimum of two years secretarial or clerical experience.
- Strong computer skills necessary to process minutes, mailers, meeting handouts, etc.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:
- NH driver’s license.
- High school diploma or GED.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Schedule: Weekly hours Monday through Friday, as determined by the Town Administrator and/or designee, with hours not to exceed 1,360 hours in a calendar year.