



## **JOB DESCRIPTION**

### **Town of Smithfield**

### **ADMINISTRATIVE CLERK I**

### **TOWN CLERK'S OFFICE**

**GENERAL SUMMARY:** Under the general supervision of the Town Clerk, this position executes general clerical duties to include but not limited to typing; filling; answering telephone; and operating a reproduction machine, scanner, calculator, cash register and computer. Includes recording land evidence records for lawyers and the general public. Provides detailed instruction, documentation and certification of Town Hall records for town residents and the general public. Responsible for all vital records of town residents (birth, death and marriage licenses).

### **ESSENTIAL FUNCTIONS:**

1. Extensive contact with the public and local and state Department of Vital Statistics and other parties interested in or associated with processing and documenting Town Hall records.
2. Extensive secretarial / clerical duties, which include proficiency in Microsoft Word, Excel and other related office equipment.
3. Assist public with procedural knowledge relative to records of birth, deaths and marriages, as required by Rhode Island state public law.
4. Maintain dog program and assist public with issuance of dog licenses.
5. Issue Marriage licenses.
6. Index plat books and condominium books on Rolodex file.
7. Maintain IQS system for document recordings.
8. Maintain new marriages, new births and death programs.
9. Database election information such as voter registrations, cancellations, changes, etc.

### **OTHER FUNCTIONS:**

1. Demonstrates ability to professionally and courteously interact with general public and town employees.
2. Process mail and send out daily mail. Record daily mail and requests for certified copies for land evidence and vital records.
3. Train, update and assist with voting, such as registrations, reports and elections.
4. Additional duties as assigned.

### **JOB REQUIREMENTS:**

#### *Experience/Education:*

1. Minimum of three years of office experience, preferably in municipal setting.
2. High school graduate or GED equivalent required. Associate Degree preferred.
3. Microsoft office knowledge: especially Word and Excel.
4. Typing speed of 40 words per minute, minimum.
5. Effective public relations skills, including the ability to interact with diverse groups.
6. Knowledge of general bookkeeping procedures.

#### *Other:*

1. Ability to be able to research, interpret and apply the regulations of the general and public laws of the state.
2. Become familiar with the organizations and functions of the several offices, departments, boards and commissions of the Town of Smithfield.
3. Ability to work effectively in a team environment.
4. Ability to skillfully present ideas in oral and written form.
5. Ability to meet deadlines.
6. Ability to coordinate a variety of inter-related tasks and responsibilities.

### **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 required.
3. May be required to attend meeting and training seminars at other locations within state.
4. Ability to work with the general public and town offices.

**SALARY:**

As stipulated by the Town Manager.

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# FUNCTIONAL JOB DESCRIPTION

**Job Title:** Administrative Clerk I

**Department:** Town Clerk's Office

**Brief Description of Job:**

**General Summary:** Under the general supervision of the Town Clerk, this position executes general clerical duties to include but not limited to typing; filling; answering telephone; and operating a reproduction machine, scanner, calculator, cash register and computer. Includes recording land evidence records for lawyers and the general public. Provides detailed instruction, documentation and certification of Town Hall records for town residents and the general public. Responsible for all vital records of town residents (birth, death and marriage licenses).

**Essential Functions:** Extensive contact with the public and local and state Department of Vital Statistics and other parties interested in or associated with processing and documenting Town Hall records. Extensive secretarial / clerical duties, which include proficiency in Microsoft Word, Excel and other related office equipment. Index daily recording of land evidence and verify this material. Assist public with procedural knowledge relative to records of birth, deaths and marriages, as required by Rhode Island state public law. Maintain dog program and assist public with issuance of dog licensing. Issue Marriage licenses, etc.

**Personal Protective Equipment:** None required



**Classification:** Sedentary:  Light:  Medium:  Heavy:  Very Heavy:

**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*

**Driving Requirements:** None:  Manual:  Automatic:

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)