

Secretary  
Pembroke Sewer Commission, Pembroke, NH

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**JOB SUMMARY**

Performs highly responsible clerical work acting as a secretary to the Sewer Department

**WORK SCHEDULE**

Position currently requires twenty (20) hours per week to perform essential job functions and responsibilities.

**SUPERVISION RECEIVED**

Works under the general supervision of the Director of Operations who establishes work assignments.

**SUPERVISION EXERCISED**

None.

**EXAMPLES OF DUTIES**

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

Acts as clerical assistant to the Sewer Department, explains administrative decisions and policies and relieves the office of clerical duties and minor administrative matters.

Serves as receptionist for the Department. Provides information to the public in person and on the telephone. Handles all incoming telephone calls to the Department and refers the callers to the proper person. May issue various certificates and permits, accept required fees; and keep appropriate records.

Generates and mails invoices for services provided by the Department and collects receipts.

Handles incoming and outgoing mail. Also handles incoming faxes and distributes them to proper people.

Maintains inventory of office and janitorial supplies for the Department and replaces supplies when necessary.

Types a variety of material from rough draft, straight copy or oral instructions, including correspondence, reports, memoranda, vouchers, form, bills, applications, notices, etc.

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Prepares payroll distribution sheets for Operations Director or Chairman of the Commission.

Prepares bills to be paid with all the necessary information that are to be approved by the Operations Director and/or Commissioners.

Responsible for preparing all workers compensation or accident forms for Operations Directors approval.

Handles website information for Department.

Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Knowledge of modern office practices, procedures and equipment; knowledge of business English, spelling and arithmetic. Some knowledge of departmental rules, procedures and functions. Ability to set up and type accurately a variety of records, reports and related materials; ability to make arithmetic computations and tabulations and use spreadsheet software. Ability to understand and follow moderately complex oral and written instructions, and ability to make minor decisions in accordance with departmental policy. Ability to establish and maintain effective working relationships with other departments, employees and the general public.

**MINIMUM QUALIFICATIONS REQUIRED**

High School diploma or equivalent. Experience in word processing, typing and general clerical work. Must be able to make and verify simple mathematical equations.

**TOOLS AND EQUIPMENT USED**

Telephone; personal computer including word processing and other various software; experience with and ability to use Microsoft Office products; copy machine; postage machine; fax machine; calculator, etc.

**PHYSICAL DEMANDS**

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 essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

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The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low to moderate.