

## **DEPUTY TOWN CLERK**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is routine clerical work performed in the office of the Town Clerk. Work is carried out in accordance with established procedures with detailed instructions given for new or difficult procedures. Work is performed under the general supervision of the Town Clerk and is reviewed by checks of completed work or spot checks of work in progress.

### **TYPICAL WORK ACTIVITIES:**

1. Answers telephone and gives out routine information;
2. Sorts, indexes and files mail, bills, requisitions and other material;
3. Checks reports and records for clerical accuracy;
4. Operates simple computing machines;
5. Makes arithmetical computations;
6. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and carry out simple oral and written directions; ability to keep simple records; ability to get along well with others; ability to answer telephones in a helpful and courteous manner; ability to write legibly; clerical aptitude; tact; courtesy; physical condition commensurate with the demands of the position.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation or possession of a high school equivalency diploma.

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