



Town of Adams • Massachusetts 01220

ADAMS TOWN HALL
8 PARK STREET – Room 210
TEL. (413) 743-8300 EXT 170
FAX (413) 743-8316

Town of Adams

Administrative Assistant I, Council on Aging

The Town of Adams is currently accepting applications for the position of Administrative Assistant position for the *Council on Aging*. This is a 35 hour per week position with benefits and an hourly rate of \$20.38. A Successful applicant will be responsible for managing and directing a multi-line phone system, taking transportation requests, arranging transportation schedules and aiding the Director in clerical duties, including preparing payroll and accounts receivable. Frequently interfaces with the general public, other departments and official agencies as required and may infrequently drive elderly clients in elder-van. Must be able to multi-task in a fast-paced environment and work well with others. Other requirements include an excellent driving record, CPR certified or the ability to become certified, successfully pass a MassDOT physical, and submission to random drug and alcohol testing. The Town of Adams has a zero-tolerance drug and alcohol policy and applicants must complete a CORI check. Additional job related training will be provided. Application available on Town's website at www.town.adams.ma.us or from the Town Administrator's Office, 8 Park Street, Adams, MA 01220, M-Th, 8:00 AM to 5:00 PM. Applications should be submitted via postal mail, or email to employment@town.adams.ma.us and received by 12:00 PM on Friday, May 24, however applications will be accepted until the position is filled. AA/EEO

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Job Description

Position Title:	Administrative Assistant I	Grade Level:	5
Department:	Council on Aging	Union/Non-Union:	Union
Reports to:	Council on Aging Director	Date Prepared:	4/30/2024

General Duties

Administrative and clerical work of moderate difficulty and responsibility; all other related work as required.

Supervision

Works under the general direction of the Director of the Council on Aging. Performs a variety of clerical and recordkeeping duties in accordance with prescribed procedures, with judgment and initiative required.

Job Environment

Prepares statistical reports, prepares payroll, etc., orders supplies.

Assists in scheduling of COA transportation requests. Prepares receivables due.

Errors could cause confusion and delay and have financial repercussions; failure to report or relay information could result in loss of service, health and safety or other needs of the elderly. Has access to limited department related confidential information.

Essential Functions

Answers telephone, schedules transportation requests, completes program and event registrations and statistics, prepares bills, prepares deposits of various monies and donations received, and undertakes basic accounting for the department. Prepares employees' time sheets, maintains personnel records related to vacation and sick time. Assist the director by helping in areas where need is greatest from time to time. Order supplies as needed.

Assists director in preparation of department budget.

Physical Requirements

Generally, minimal physical effort is required in a typical office setting. Frequently is exposed to driving in inclement conditions. Occasionally physically assists elderly with various mobility needs. Infrequently may be required to drive clients in COA vehicles.

Minimum Qualifications

Education and Experience

High school graduation including courses in office procedures and typing; two to three years office and secretarial experience; experience and knowledge of senior citizen issues preferred; or any equivalent combination of education and experience.

Knowledge, Ability and Skill

Working knowledge of office practices and procedures. General knowledge of department operations, policies, and procedures. Ability to keep accurate and detailed records. Ability to work with the public requiring patience and tact. Ability to operate various types of office equipment. Ability to use necessary department computers. Skill in typing, data entry, and word processing.

Approved by:	
Date approved:	
Reviewed:	