



Joseph C. Sullivan, Mayor

**Human Resources Department**

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**JOB POSTING**

**JOB TITLE:** Principal Clerk – Assessor’s Office

**UNION:** A.F.S.C.M.E.

**LOCATION:** Town Hall

**DATE AVAILABLE:** October 14, 2013

**SALARY:** \$652.05 - \$731.85/week

**QUALIFICATIONS:**

High School diploma with courses in office procedures, computer and current office equipment knowledge. Three (3) years experience in general clerical, accounts payable and customer service duties or any equivalent combination of education and experience.

**RESPONSIBILITIES:**

Please see attached job description for complete details.

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**POSTING DATES:** September 30, 2013 – until filled

Applicants may submit a cover letter and resume to the following address:

Human Resources Department  
Town of Braintree  
1 JFK Memorial Drive  
Braintree, MA 02184

or e-mail to [kshanley@braintreema.gov](mailto:kshanley@braintreema.gov)

Town of Braintree is an Equal Opportunity Employer

**PRINCIPAL CLERK - Assessing**

**NATURE OF WORK:**

Clerical and typing/computer work requiring technical knowledge of the operations of the office; related work as required.

**SUPERVISION:**

Works under the direction of the Deputy Assessor following departmental rules, regulations and policies.

**JOB ENVIRONMENT:**

Work is performed in an office setting amid normal conditions. Minimal physical effort required in performing duties under typical office conditions.

**ESSENTIAL FUNCTIONS:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.)*

- Provides customer service for divisional responsibilities including property valuation, personal property, motor vehicle excise and other related issues.
- Answers and refers telephone calls and provides general administrative assistance.
- May review deeds; obtain required information to process deed transfers and address changes.
- May screen applications for various exemptions; reviews documentation pertaining to assets; to help determine compliance with guidelines and process exemptions.
- Processes boat excise commitments; prepares lists and generates bills.
- Maintains files of records, reports, property record cards and bills.

- Performs research work, prepares reports for supervisors including findings and recommendations.
- Interviews person seeking information, registering complaints or making applications requiring interpretation of departmental policies and regulations.
- Makes frequent contact with the general public and other Town Departments.
- Interprets legal provisions of controlling legislation for the public, and processes various documents pursuant to such interpretations.
- Exercises responsibility for the maintenance of important departmental records requiring careful selection, classification and compilation of information.
- Maintains records, vouchers, requisition and other financial and statistical information.
- Maintains a filing system of office correspondence and records.
- Performs other duties as assigned or as the situation dictates within the scope of this classification;
- Regular and predictable attendance.

**KNOWLEDGE, SKILLS, AND ABILITY:**

**Knowledge:** Knowledge of current office procedures and office equipment. Thorough knowledge of business English, grammar, spelling and mathematics.

**Skills:** Demonstrated computer skills. Customer service skills.

**Ability:** Ability to maintain accurate records and to deal appropriately with employees and the general public. Ability to verbally communicate with the general public in person and by telephone.

**REQUIRED QUALIFICATIONS:**

High School diploma with courses in office procedures, computer and current office equipment knowledge. Three (3) years experience in general clerical, accounts payable and customer service duties or any equivalent combination of education and experience.