

Board of Health

Opening: Clerk Position, 2-3 days per week, 6-9 hours per week.

Job Description:

1) Experience

- a. Work experience requiring self-starter ambition demonstrating self-organizing and self-motivated approach to complete routine activities.
- b. Organizational skills applied to establish calendars and To Do lists adhering to daily, weekly, monthly, and quarterly “must do” activity schedule.
- c. Successful at teamwork, collaborating and completing day-to-day work and special assignments while adhering to standards set. For example, file management standards, communication, formal correspondence, and means of sharing and documenting task related information.
- d. Able and willing to take direction from Board of Health members.

2) Work Activities

- a. Receiving phone calls to the Board of Health and maintain a call log
- b. Writing and delivering correspondence letters and emails under the direction of Board of Health members
- c. Maintains indexed and organized files (hard copy and computer generated)
- d. Maintains action register, support the Board of Health by keeping the action register current, proactively seeks input and status of action items
- e. Provides running log of inspections and public health activities requiring permits and approvals and/or general records of activities as deemed necessary by Board members for tracking and follow up.
- f. Willing and able to follow established work procedures and standard operating procedure established by the Board of Health.

3) Demonstrated Skills

- a. Computer literacy: login, Windows operating system and working file management
- b. MS Office basics: Word, Excel
- c. Letter writing, email and general correspondence: grammar, professional courtesy, communicating thoughts, requests and information shared by letters and emails
- d. Communication: addressing people making inquiries, following up on emails, phone calls and incoming letters and requests made of the Board of Health
- e. Self-motivation: self-starter, proactive, problem identification, problem resolution, sharing and communicating thoughts and ideas

4) Time Commitment

- a. Six to nine hours per week
- b. Minimum of 3 days in office for 2 to 3 hours per day and the schedule set by the Board to meet immediate needs and activities (flexibility offered and TBD)

Interested candidates should forward their resumes and [employment application](#) to: Board of Health, P.O. Box 575, Gilbertville, MA 01031-0575 or email to mboh@townofhardwick.com