



Municipal Office, Town of Bristol, Maine

PO Box 339 Bristol, Maine 04539

Telephone (207) 563-5270

Fax (207) 563-6103

www.bristolmaine.org

Position Description **General Office Assistant**

The position of General Office Assistant for the Town of Bristol is a part time position with the ability to work additional hours on an occasional basis, which may include some evening hours. This position involves cash handling, work with the general public and communications with all Town departments.

Responsibilities for General Office Assistant

- Greet and provide customer service to in person and on the phone inquires
- Answer phone calls and direct customers to appropriate department
- Monitor and order office supplies
- Pickup and deliver mail to the Post Office
- Support Clerk and Tax Collector with tasks such as but not limited to:
 - Vehicle and Trailer Registrations
 - Boat Registrations
 - Fishing and Hunting Licenses
 - Dog Licensing
 - Vital Record Processing
 - Property Tax Collection
 - Assist with Elections
- Support Assessing Office with public inquires regarding property tax records
- Support Treasurer with tasks such as but not limited to:
 - Maintain and track vendor insurance
 - Delivery of deposits to the bank
 - Pickup of bi-weekly school warrant at AOS 93 Office
 - Data entry accounts payable
 - Data entry of payroll
- Support Town Administrator in duties such as preparing and filing documents for meetings, proofreading correspondence, conducting research, and other tasks as needed.

Qualifications for General Office Assistant

- High school diploma or general education degree (GED)
- Excellent customer service and communication skills
- Proficient computers skills ability to quickly learn new software. Examples of software used are:
 - Windows
 - Microsoft Office
 - Internet Explorer and Chrome
 - TRIO
 - Inland Fisheries and Wildlife System (MOSES)
 - State Vital Records System (DAVE)
 - State Election System (CVR)
- Ability to assimilate knowledge of Town ordinances, Town policies and State regulations relating to the operation of the office and municipal government and ability to communicate this information to other Town officials and the public.
- Ability to be flexible with job duties on a day to day basis to balance helping internal staff as well as external customers.