

## STICKER SALES ATTENDANTS

The Town of Mashpee Town Clerk's Office welcomes applications for seasonal Sticker Sales Attendants; \$15.00/hour. This position works 37.5 hours/week, 8:30am – 4:30pm, Monday – Friday from late-May through mid-July (required to work one Saturday in June, TBD, from 8:30am – 12:30pm). Positions are open until filled.

**Minimum Requirements:** H.S. Diploma or GED and demonstrated knowledge of office administrative practices; or any equivalent combination of education, training and experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job. Must possess excellent customer service, communication, and computer skills. Must possess a valid MA (class D) driver's license. Must successfully pass a C.O.R.I. background check.

**Responsibilities:** Provides seasonal clerical support to the Sticker Sales Office located within the Town Clerk's Office by assisting in the distribution of Town beach stickers, transfer station stickers, recycling stickers, and boat ramp and shellfish permits to the general public. Inspects proof of residency. Handles receipt of money.

**In order to be considered, a fully completed original Employment Application is required (available on the HR Dept. Employment Opportunities webpage at [mashpeema.gov](http://mashpeema.gov)). The original application must be submitted to:**

Mashpee Town Hall, Human Resources Department  
16 Great Neck Road North  
Mashpee, MA 02649

The Town of Mashpee is an EEO/AA Employer  
Applications from Women and Minorities are Encouraged

**Posted: March 6, 2024**

**STICKER SALES ATTENDANT – JOB DESCRIPTION  
TOWN CLERK’S OFFICE  
TOWN OF MASHPEE, MASSACHUSETTS**

**SUMMARY**

The purpose of this position is to provide seasonal clerical support to the Sticker Office located within the Town Clerk’s Office. S/he supports by assisting in the distribution of Town beach stickers, transfer station stickers, recycling stickers, boat ramp and shellfish permits to the general public, and all other related work as required. S/he shall perform routine work functions requiring the exercise of moderate judgement to carry out specific assignments.

**SUPERVISION**

*Supervision Received:* Town Clerk

*Supervision Given:* None

**JOB ENVIRONMENT**

S/he works in a typical seasonally comfortable office environment with contemporary office systems, tools, equipment, and discussions in general about sticker sales information. Requires continuous concentration and composure during high volume periods. The workload is subject to seasonal fluctuations and program schedules.

Makes frequent contact with the general public. Errors in judgement and execution could result in lost revenue and cause significant confusion and delay of services.

**ESSENTIAL FUNCTIONS**

*[The general duties and essential functions 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].*

1. Communicates orally and effectively with superiors and the general public with information relevant to their needs and/or concerns; assisting customers with required administrative procedures. Demonstrates courtesy and respect in such communication that exemplifies integrity, trust, dignity, and professionalism.
2. Inspects proof of residency. Responsible for distribution of beach stickers, transfer station stickers, shellfish permits, recycling stickers, boat ramp stickers.

3. Performs multiple, substantial and critical town/department processes in the issuance of permits, the accurate collection and accounting of revenue. Maintains department records daily. Handles receipt of money.

### **ERRORS AND OMISSIONS**

Errors or omissions, inadequate coordination, untimely work, inaccuracies and actions beyond one's delegated scope of authority may result in technical flaws triggering assumed decisions, may produce extra work, may impose injurious financial loss or have other legal ramifications.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training and Experience:**

High School diploma or equivalent; demonstrated knowledge of office administrative practices, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job.

#### **Knowledge, Skill and Ability:**

*Knowledge:* Applicants for this position must have a demonstrated knowledge of excellent office administrative practices and how to efficiently and accurately use databases, cash registers, and information technology to provide for effective records maintenance. Incumbents must know how to develop and maintain effective administrative techniques, understand procedural requirements for the office, and know how to provide responsive services.

*Skill:* Applicants for this position must have demonstrated skill in organizing work, meeting deadlines while working under the pressures of other service demands and in providing courteous effective customer service. Incumbents in this position must consistently demonstrate high levels of skill in office and records organization, adherence to required procedures, the use of technology to manage information, to efficiently prepare accurate correspondence, and to provide courteous communications and coordination. Must be able to write or print legibly.

*Ability:* Applicants for this position must be able to demonstrate the ability to master detailed procedural requirements within reasonable periods of time, produce accurate work and coordinate multiple activities and/or projects. Incumbents must consistently meet procedural deadlines, produce accurate work, and produce routine and specialized reports and act within the scope of his/her delegated authority.

#### **Physical Requirements:**

The work is primarily of an intellectual nature requiring close attention to detail operating under the pressures of deadlines, mandatory procedural requirements and recurring

customer service demands. The employee is frequently required to sit, walk, talk and/or hear; stand, use hands to finger, handle, or feel objects; climb step stool, kneel; and, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. This position requires the ability to efficiently operate a keyboard, cash register, and calculator. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

Special Requirements:

Incumbents understand that this is a seasonal position (generally spring through mid-summer). Must successfully pass a C.O.R.I. background check and provide proof of eligibility to work in the United States. Possession of a valid driver's license.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

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