



**TOWN OF SUDBURY**  
*Position Available*

**PART-TIME POSITION AVAILABLE:**  
**Recording Secretary**

The Town of Sudbury is seeking a responsible and detail-oriented individual to perform the administrative/secretarial duties working with one or more Town Committees. Responsibilities include, but are not limited to: the preparation of agendas, attendance at committee meetings; taking/accurate transcription of minutes; posting meeting notices; distributing agendas to members with supporting documents; preparing/typing routine correspondence and reports; maintaining files and records; purchasing supplies; preparing accounts payable and payroll vouchers; responding to routine inquiries relative to the committee's operations and procedures; and assisting in the compilation of data pertinent to the committee's activities for budgeting, reporting and other related purposes. *Applicants must be available to attend sporadic evening meetings.*

Successful candidate will possess excellent verbal, communication, and computer skills; and will be proficient/extremely accurate in recording minutes. Municipal experience preferred, but not required. Starting salary is \$16.83 per hour. Please send letter of interest and resume via e-mail to: [bilodeaum@sudbury.ma.us](mailto:bilodeaum@sudbury.ma.us). Resumes accepted until September 5, 2013.

AA/EOE

See Job Description on following pages.

## RECORDING SECRETARY

### Definition:

Clerical work in assisting town boards and committees in discharging their duties particularly with reference to the preparation of agendas and the recording of minutes; all other related work as required.

### Distinguishing Characteristics:

Work under the general supervision of a board/committee chairperson or a departmental supervisor.

Perform work of a varied nature that requires substantive knowledge of the department's/committee's operation and the exercise of judgment and initiative on occasion in responding to inquiries and situations not clearly defined by precedent or established procedures.

Errors could result in delay and confusion, cause adverse public relations, and have legal repercussions with respect to premature public disclosure of executive session minutes.

Make frequent contact with town departments and the general public.

Access to confidential information limited to matters discussed in executive sessions.

Negligible physical effort required to perform duties under typical office conditions.

### Examples of Work:

Receive, screen and distribute incoming mail.

Prepare meeting agenda upon consultation with supervisor; post meeting notices and process applications if required; distribute agenda to members with supportive material if appropriate.

Attend meetings and take minutes by shorthand or other recognized form of speedwriting; transcribe minutes on word processing equipment; prepare and type routine correspondence, reports and memoranda for supervisor's signature.

Maintain files of the department's/committee's records; purchase supplies and prepare bills payable and payroll vouchers.

Respond to routine inquiries relative to the department's/committee's operations and procedures, referring more complex matters to supervisor.

Assist in the compilation of data pertinent to the department's/committee's activities for budgeting, reporting and other related purposes.

## RECORDING SECRETARY

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Perform special projects and other related tasks as required.

### RECOMMENDED MINIMUM QUALIFICATIONS

#### Education and Experience:

High school graduation with course work in office procedures and typing on word processing equipment; one year of clerical work experience, or any equivalent combination of education and experience.

#### Knowledge, Ability, Skill:

Knowledge of office machines and procedures. Familiarity with town government. Ability to deal tactfully and appropriately with the general public, town officials and employees. Skills in shorthand or equivalent and typing on standard and word processing equipment.