



TOWN OF SUDBURY

278 Old Sudbury Road
Sudbury, Massachusetts 01776

PART-TIME POSITION AVAILABLE: Recording Secretary

The Town of Sudbury is seeking a responsible and detail-oriented individual to prepare accurate minutes of committee meetings.

Opportunity to work from home, but *Applicants may be required to attend sporadic evening meetings.*

Experience with public meetings and familiarity with the Massachusetts Open Meeting Law requirements a plus.

Successful candidate will possess excellent verbal, communication, and computer skills; and will be proficient/extremely accurate in recording minutes. Municipal experience preferred.

Starting salary range is \$19.93 to \$26.20 per hour, depending on experience. Please send letter of interest and resume via e-mail to: KeohaneD@sudbury.ma.us. Resumes accepted until Tuesday, May 9th at 5:00 p.m. AA/EOE

See Job Description on following pages.

RECORDING SECRETARY

Position Purpose:

Provides basic clerical duties in assisting town boards to discharge the duties of their office.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

Supervision Received: Works under the general supervision of the department head/department professional or department board/commission and in accordance with applicable state and local laws and regulations. Refers all questionable cases to supervisor.

Supervision Given: None.

Job Environment:

Work is performed in an office environment. Majority of work is performed in a moderately noisy work environment, with constant interruptions. May be required to attend evening meetings.

Operates a computer, printer, video display terminal, calculator, telephone, copier, facsimile machine and all other standard office equipment.

Makes frequent contact with the general public and other town departments. May have contact with: town counsel, municipal, local, state and federal officials, developers, engineers, licensed business owners, contractors/consultants, medical personnel, attorneys, courts, real estate brokers, business owners and vendors. Contacts are primarily in person, by telephone and in writing, and involves discussing semi-complex and complex information; contacts with the public require considerable patience and courtesy.

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.)

Prepares board or commission meeting agendas; keeps records; attends meetings; takes and transcribes minutes of meetings using software required by Select Board's office; takes testimony at hearings; maintains calendar of meetings; prepares mailings for hearings and other correspondence related to functions of the board; may receive, record and transmit application fees and process departmental payments; interacts with other town departments in carrying out administrative and clerical duties related to the operation of the board or commission.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High School graduation plus additional education or training in secretarial science or business administration preferred; and four years of experience in secretarial and administrative work; or any equivalent combination of education, training and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office procedures, practices and terminology. Complete knowledge of the use of office and data processing equipment, business arithmetic, business English and spelling. Familiarity with rules, laws, procedures, regulations, etc. pertinent to the operations of the department helpful. General knowledge of local government and its operations helpful. Thorough knowledge of pertinent state and local laws relating to departmental operations preferred.

Ability: Ability to organize time, work independently and accomplish tasks despite frequent interruptions. Ability to maintain detailed statistics, records, and clerical records. Ability to deal effectively and tactfully with the public. Ability to maintain confidential information. Ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow. Ability to communicate effectively with the public, co-workers, other employees, departments, officials, and other agencies. Ability to solve problems with diplomacy and tact. Ability to work with basic math computations.

Skill: Superior secretarial and administrative skills. Expertise and skill in utilizing personal computers, popular word processing, database, and spreadsheet applications. Excellent customer service skills. Planning and organizational skills. Skill in all of the above listed tools and equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 – 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Operates a keyboard and calculator at an efficient speed. Regularly required to operate office objects, tools, or controls, and move paper, files, and other common office objects. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Essential functions require close vision for regularly working with details and numbers. Tasks require the ability to communicate orally.

(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.)