

Town of Scituate, Massachusetts
Position Description

Position Title: Recording Secretary, Town of Scituate

Statement of Duties

This position performs standard clerical support and other administrative functions for various Boards and Committees. Work is similar to those tasks common to several town departments and the duties are of comparable complexity and responsibility, but where the actual work tasks are apt to be somewhat different. Performs a wide variety of secretarial assignments including posting agendas, attending committee meetings and taking minutes, initiating and typing correspondence and reports, maintaining an office filing system, ordering supplies. Duties are descriptive but not restrictive; nor is the listing meant to be exhaustive of all typical duties and functions performed but along the same lines pertinent to needs of the Committee.

Supervision

This position is appointed by the Town Administrator. Incumbent works under the general direction of the Chairman of the Advisory Committee, Waterways Chairman and Public Building Commission Chairman who check on work principally through results achieved. In most instances, incumbent plans and carries out regular work in accordance with standard procedures and previous training. Technical and policy matters are discussed with respective chairs. Most work is performed with a high degree of independence. Must observe and comply with all state and local laws, rules and regulations.

Job Environment

Work at this level involves both standard and non-standard practices and procedures that require the incumbent to analyze and evaluate circumstances. Incumbent is expected to process and handle a number of details with accuracy and completeness. In most instances, standard practices and general work applications govern the work activity of the incumbent, but are not always clearly applicable. The incumbent is expected to use judgment in selecting the appropriate course of action, and normally the choice is among available alternatives. Incumbent is required to work evenings covering all committee meetings and is expected to be present for them.

Errors made could result in delay or loss of service and legal liability to the town.

The incumbent has regular contact with the committee members, town departments, project applicants, town board and committee members, attorneys, consultants and business owners by answering questions and providing information about procedures and departmental review processes. Other contacts are typically with other state and federal agencies. Contacts occur in person, through use of the telephone, email and correspondence. The incumbent has access to

confidential information pertaining to collective bargaining issues, litigation, strategies relative to land use.

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.

Maintains committee records, filing systems (both electronic and hard copy), financial and/or program records.

Establishes, maintains, updates and reviews records in a detailed and accurate manner.

Receives, opens, screens and distributes mail to proper persons.

Answers routine telephone inquiries and routes requests to appropriate persons; explains procedures and/or policies based on knowledge of Committee functions to residents, developers, engineers, attorneys.

Schedules committee meetings, prepares agenda and postings for Committee meetings. Files with Town Clerk's Office.

Attends all respective committee meetings, takes minutes for all open and Executive Session meetings, prepares minutes for acceptance. Files minutes with Town Clerk's Office; posts on town website.

Keep committee members apprised of activities, insures all members have requisite information for all meetings and related items.

Works on special projects assigned by Committee chairs as necessary or warranted. Researches information on various topics and provides results to chairman/committee.

May assist Committee (s) in planning and administering grants.

Minimum Required Qualifications

Education and Experience

A candidate for this position should have a High School Degree or equivalent, with advanced training or experience including but not limited to two – (2) years to four (4) years office management or support staff experience preferably in a municipal setting; or any equivalent combination of education and experience.

General Knowledge, Skills and Abilities

A candidate for this position should have proficiency in current computer hardware and software applications specifically in Microsoft Word and Excel. Ability to maintain confidential information, take and transcribe meeting minutes, keep complex records, and prepare correspondence on routine matters. Ability to establish and maintain effective working relationships with other local officials, citizens, developers, and others while providing the highest degree of customer service. Ability to meet deadlines.

Specific Knowledge Skills and Abilities. Excellent customer service and interpersonal skills. Must be self-motivated with excellent organizational skills. Strong computer skills with demonstrated ability working with Microsoft Word, Excel programs.

Physical and Mental Requirements

Work is performed primarily in incumbent s residence and during Committee meetings. There is minimal risk of personal injury. Physical demands generally involve standing, walking, talking or listening/hearing. Sitting and using hands more than 2/3 of the time. Seldom is weight lifted or force exerted up to 10 lbs. The position has normal vision requirements. Equipment used includes personal computers, office machines, telephone, facsimile and related office machines.