

TOWN OF SOMERS

Position Description

Title: Recording Secretary
Department: as assigned
Reports To: Operations Manager

Supervises: None
FLSA Status: Part-time, non-exempt
Bargaining Unit: N/A

Position Summary: Accurately and efficiently records, transcribes, edits, and publishes minutes of meetings for assigned board/commission.

Major Job Duties:

- Attends board/commission meetings and/or public hearings.
- Follows along with published agenda, carefully listening to the conversation content.
- Takes careful notes reflecting facts discussed and actions taken.
- Documents names of members in attendance
- Documents actions of board/commission including; name of individual putting forth motion, name of individual seconding motion, and resulting vote of board/commission on motion set forth and seconded.
- Accurately transcribes notes into acceptable minutes format using Microsoft Word or other acceptable computer-based word processing program.
- Electronically forwards minutes to staff liaison and/or chairperson for review, prior to publication within prescribed Freedom of Information Act (FOIA) timeframe.
- Edits minutes as directed before official filing with Town Clerk's office.
- Records edits to minutes of prior meetings as part of subsequent meeting process.

Qualifications:

- Two years experience as a recording secretary for a public board/commission.
- Own computer with Microsoft Word.
- Proficiency in the use of Microsoft Word.
- Self-starter with clear understanding of FOIA timeframes.
- Ability to attend evening meetings.
- Own transportation to and from meetings.

Physical Requirements:

This position is situated in a conference room setting. The incumbent must be able to:

- Sit for periods up to two hours with no break.
- Comprehend, follow and understand conversations in the context of an agenda-driven meeting.
- Maintain sufficient focus to listen, follow along with, and document facts and actions discussed within the format of a meeting that may last up to two hours.

Approved by:

Approved by:

Last Revision Date: 3/12

Town Clerk/on file

HR/on file

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Date:

Date:

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Position Description

- Hearing ability sufficient to accurately understand and record facts and actions discussed within the format of a meeting.
- Write to accurately take necessary notes.
- Transcribe notes, using own keyboard and computer, to accurately document facts and actions discussed in the course of a meeting.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

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