

Town of Preston, CT
Job Description

Job Title	Recording Secretary
Department	Selectperson's office
Category	Part-Time
FSLA	Non-Exempt
Pay Grade	
Report to:	First Selectperson or Department Heads as designated for each of the Boards or Commissions
Supervises:	None

Position Summary/Purpose:

The purposes of the position are to record meetings with recording equipment and produce a copy of all motions that were voted within 48 hours of the meeting and produce full minutes of the meeting within 7 days of the meeting. Recording secretaries are assigned to the Board of Selectmen, Board of Finance, Planning & Zoning Commission, Zoning Board of Appeals, Inland Wetlands Commission, Conservation & Agriculture Board, Preston Redevelopment Agency, Parks & Recreation Board and Preston Youth Services Board. The Recording Secretary is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job 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.)

- Set up recording equipment (MP 3 Player) before the meeting starts and start the recording once the Chairperson is ready to start the meeting. Maintain record of when the meeting starts and ends.
- Take notes during meeting to keep track of important issues and motions for votes, along with names of people who have spoken on the Board/Commission or from the public.
- Collect the list of public participation sheets with correct spelling of names and current addresses.
- Listen to the recording to develop a list of all motions that included a vote within 48 hours and send to the Town Clerk for official records maintained by the Town Clerk.
- Listen to the recording to develop official minutes of meeting within 7 days of the meeting. Present to Department Head that staff the board/commission and file with the Town Clerk for official records maintained by the Town Clerk. Present to First Selectperson's office for posting on website or designated software.
- Make sure all recordings are put on the Town drop box to preserve the records of all meetings. Delete meetings from the recording equipment once it has been saved and verified to the drop box.

- Ensure that all work is conducted in a safe manner and all work safety practices are followed and accidents are reported immediately.

Other Functions:

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development; keeping current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a High School Diploma with two years of business or municipal experience with specific experience in taking notes and minutes for meetings; or any equivalent combination of education, training and work experience. Town Hall/Municipal experience preferred

Special Requirements: None

Knowledge, Ability and Skill:

- Thorough knowledge of Board and Commission Minutes process and maintenance of recordings and votes and minutes.
- Knowledge of recording equipment and word processing systems
- Knowledge of office procedures, practices and terminology and note taking or shorthand
- Strong knowledge of the use of office automation applications and equipment, American business English and spelling
- Ability to deal effectively with the public, department heads, and board and commission members needing assistance, in a friendly and professional manner
- Ability to type with speed and accuracy and to develop and maintain records and files
- Ability to work independently to record and type minutes and maintain concentration during meetings to ensure important issues are taken down in notes
- Good verbal and written communication skills; good computer skills
- Aptitude for working with details; aptitude for working with paperwork and on computers
- Skill in using standard office equipment; strong time management skills and ability to work with deadlines
- Administrative and secretarial skills and proofreading skills
- High level of customer service skills

Job Environment:

Administrative and minute taking work is performed in a moderately noisy office, conference room or designated meeting space. Administrative and Secretarial duties of typing up the minutes and motions are done in a quiet office.

Requires the operation of a telephones, personal computers, recording equipment (MP 3 Player)

copiers, facsimile machines, and other standard office equipment. Makes constant and periodic contact with municipal departments heads, chairpersons of boards and commissions, elected official and the general public. Communication is frequently in person, by telephone, fax, email, mail and in writing. Contacts require confident presence and calm demeanor to keep track of important issues during meetings.

Errors in judgment or omissions could result in delay in service or rework, and legal ramifications.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Attending night meetings				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel/type		X		
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Smelling	X			
Bending, pulling, pushing		X		
Other-Driving			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)