



TOWN OF BERLIN

JOB DESCRIPTION

Job Title: Board of Finance Recording Secretary

Function:

Plans and carries out work as assigned by Board Chair/Vice-Chairperson/designee. Performs tasks in preparation for, and in support of, Board meetings. Prepares correspondence as required. The work is performed under broad supervision/review of the Board Chair/Vice-Chairperson/designee. Sensitivity and discretion are required when attending Board meetings. The Recording Secretary is there to take minutes and not to speak or join the discussion of the Board Members. The Recording Secretary is required to work evenings, when most Board meetings are held.

Typical Duties, Responsibilities, Tasks & Assignments:

The 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 shall not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepares meeting Agendas, Legal and/or Public Hearing Notices as needed and files them with the Town Clerk within required timeframes
- Copies and distributes meeting documentation to Board Members
- Attends all Board meetings as required
- Takes attendance of Board members and/or Audience of Citizens
- Takes meeting minutes and/or records meetings using a tape recorder
- Transcribes/documents meeting minutes and files them with the Town Clerk (electronically and hard copy) within required timeframe
- Maintains Board files at the direction of the Chair/Vice-Chairperson/designee
- Submits approved payment vouchers to Payroll

Special Skills & Requirements:

High School diploma and at least five (5) years of general office or directly related experience or two (2) years of college or Associate's Degree and less than two years of general office or directly related experience. Requires demonstrated solid verbal and excellent written communication skills. Must be proficient in Microsoft Word with knowledge of other basic office procedures, and possess the ability to operate standard office equipment. Requires a pleasant and courteous demeanor with the ability to establish and maintain effective working relationships with Board Members, Town Hall department personnel and the general public. Must possess the ability to prioritize, organize and perform work independently, and exercise mature judgment, maintain confidentiality, and make responsible decisions.

Physical Demands:

Must have ready access to a computer with Microsoft Word, a printer and have an E-Mail account. Must be able to sit for extended periods of time during meetings.