

**Town of Westminster  
Job Description**

<b>Position Title:</b>	Recording Secretary	<b>Grade Level:</b>	1
<b>Department</b>	Zoning Board of Appeals	<b>Date:</b>	02/12/2016
<b>Reports to:</b>	Various Board Chairmen	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** The Recording Secretary is responsible for the provision of clerical services in assisting town boards to discharge the duties of their office. The employee is required to perform all similar or related duties.

**Supervision Required:** Under direct supervision clear, detailed, and specific instructions govern the work or are explained with each assignment. Questionable situations are referred to the supervisor. The supervisor reviews the work in progress or upon completion as necessary.

**Supervisory Responsibility:** The employee as a regular part of the job is not required to supervise any Town employees,

**Confidentiality:** In accordance with the State Public Records Law, the employee does not have regular access to confidential information

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, legal repercussions, and missed deadlines.

**Judgment:** Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

**Complexity:** Work consists of routine or repetitive tasks and/or operations with few variations in established procedures.

**Work Environment:** The work environment involves everyday discomforts typical of a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

**Nature and Purpose of Public Contact:** Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

**Occupational Risk:** Risk exposure is similar to that found in a municipal office setting.

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**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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; 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.

**Recommended Minimum Qualifications:**

**Education and Experience:** High School Diploma or equivalent; minimum of one (1) year related work experience in an office environment; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** None required.

**Knowledge, Abilities and Skill**

**Knowledge:** Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Knowledge of office software (word processing and spread sheet applications) and the Internet in support of department operations. Knowledge of department operations and services. Knowledge of the State Procurement Law.

**Abilities:** Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

**Skills:** Proficient skill in the operation of a personal computer and office equipment and the application of office software including word processing, spread sheet, and data base management applications; proficient business mathematical skills, recordkeeping, keyboarding and customer service skills; proficient written and oral communication skills.

**Physical and Mental 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 position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee is occasionally required to lift objects such as books, office equipment, and computer paper.

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require

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the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding, word processing, filing, and sorting of papers.

**Visual Demands:** Position requires the employee to routinely read documents and reports for understanding. The employee is rarely required to determine color differences.

*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.*