

TOWN OF SHARON
JOB DESCRIPTION
(Example)

Title of Position: General Secretary (Example)

Department/Appointing Authority: Working Committee

Date: July 20, 2008

Originator: Example

Personnel Board Use Only

Classification _____

Date of Classification _____

Classification Authority: ☒ Personnel Board; ☐ Collective Bargaining

1. Summary Description

A part time position providing general secretarial services to the Working Committee

2. 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.

- Provides general secretarial services to the Working Committee. This includes but is not limited to preparing and typing letters, memos, e-mails as requested by various members of the Committee. These activities require no more than the normal level of physical dexterity expected in any usual secretarial function.
- Attends all meetings of the committee, normally every other week. Takes notes as required and prepares minutes for the approval of Committee members at the next scheduled meeting. Forwards copies of approved minutes to the Town Clerk and others as required by Statute. Maintains file copies of all minutes.
- Prepares agendas, files and posts notices of all meetings as required by statute.
- Serves as the primary contact for people outside the Committee itself. Included among these people are Town Employees, members of other Boards or

Committees and Residents. Often these contacts involve making the person aware of normal practices, policies and legal requirements and must be conducted with tact and a high level of common courtesy. In coordination with the Chairman, schedules and coordinates attendance at meetings either on request of the individual, or on the request of the Committee.

- The normal business of the committee, as well as information received in contacts with various parties, may involve personal private matters and must be kept in complete confidence. The secretary should keep complete confidentiality of all information in order to avoid the risk of running afoul of privacy statutes which may be applicable

3. Supervision

No other individuals are supervised.

4. Reporting Structure

This position reports directly to the Chairman of the Committee, normally working independently according to established practice. Refers all questions of policy or regulation to the Chairman. Occasionally may be asked to perform appropriate duties for other members of the Committee.

5. Physical Environment

Work is done at home or in normal/typical office facilities

6. Education/Basic Knowledge

High School degree including studies or equivalent on the job experience in standard secretarial functions .

7. Experience

One to two years prior secretarial experience in an office or Committee/Board setting. Municipal environment preferred.

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.