

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: SECRETARY TO BOARD OR COMMITTEE

Department/Appointing Authority: Board of Selectmen

Date: April 25, 2012

Originator: B. Puritz

Personnel Board Use Only

Classification: OC-5

Effective Date of Classification: 5/10/12

Classification Authority: ☒ **Personnel Board** ☐ **Collective Bargaining**

1. Summary Description

Skilled secretarial and record keeping work in supporting the operations of Town of Sharon Board or Committee; all other related work, as required. This position is established to enable the Board of Selectmen, at its discretion, to provide routine clerical support to Boards, Committees, or other entities.

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.

Prepares board agenda and attachments and mails to board members prior to meetings. Takes notes during meetings, and prepares minutes for approval by board members. Posts meeting notices at Town Hall. Notifies board members and other interested parties of upcoming meetings.

Periodic contact with board members, other town departments: and with the general public.

Errors could result in delay of services, and have monetary and legal repercussions.

3. Supervision

None

4. Reporting Structure

Works under the general supervision of the Chair of the board, committee or other entity, following rules, regulations and policies established by the Chair and completing assigned tasks according to a prescribed time schedule; all questionable cases are referred to supervisor.

Some judgment and initiative may be required in performing responsibilities and independently completing assigned tasks.

5. Physical Environment

Majority of work is performed under typical office conditions; may perform assigned work at home; attends evening meetings , other attendance as required.

6. Education/Basic Knowledge

High School graduation or equivalent education. Must be capable of operating a computer, copier, and standard office equipment.

7. Experience

General office experience. Minimum requirements as established by the Chair and Selectmen for the specific assignment.

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.