

# TOWN OF SHARON

## JOB DESCRIPTION

**Title of Position:** Secretary to the Personnel Board

**Department/Appointing Authority:** Personnel Board

**Date:** December 17, 2009

**Originator:** L. Sacon

### **Personnel Board Use Only**

**Classification:** OC-5

**Effective Date of Classification:** Unavailable

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

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### **1. Summary Description**

Skilled secretarial and record keeping work in supporting the operations of the Personnel Board; all other related work, as required.

### **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. Posts meeting notices at Town Hall in accordance with appropriate laws and regulations. Notifies Board members and other interested parties of upcoming meetings.

Attends meetings and takes notes. Transcribes and types minutes of meetings; presents minutes to Board for corrections and additions; distributes copies to members and other appropriate parties. retains file copies of approved minutes of each meeting for future reference, as well as other related material.

Collects Board's mail; reviews mail and takes any necessary immediate action.

Incorporates Interim Bylaw Changes into the wage schedule for Town Meeting.

Prepares and updates Personnel Bylaws annually by including any necessary actions/changes in Article 4 of the Warrant for action at Town Meeting.

Proof reads, enters header information, paginates and has approved Job Descriptions posted on the Personnel Board Page on the Town WEB site.

Prepares bills for review by the Board and for submission to the Accounting Department. Orders Board office supplies.

Fields telephone calls, explaining Board policies and procedures.

Position requires the ability to operate a keyboard and standard office equipment, including computers, at efficient speed.

Maintains Board files.

Performs special research projects for the Board , as required.

Performs similar, or related duties as required, or as the situations dictates.

### **3. Supervision**

No subordinate positions.

### **4. Reporting Structure**

Works under the general supervision of the Chairman of the Personnel Board, following Board rules, regulations and policies, completing assigned tasks according to a prescribed time schedule. All questionable cases are referred to supervisor.

Performs responsible duties requiring the exercise of some judgment and initiative in performing responsibilities and independently completing assigned tasks according to a prescribed time schedule.

### **5. Physical Environment**

Minimal physical effort generally required in performing duties under typical office conditions, and in the home. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls , and reach with hands and arms (normal hand-eye coordination). The employee is frequently required to sit and talk and hear.

## **6. Education/Basic Knowledge**

High school graduation including, or supplemented by, courses in office procedures and typing or basic computer word processing.

Working knowledge of office practices and procedures.

Ability to deal with applicants, residents, town employees, Committee and Board members in a courteous and tactful manner. Ability to understand and follow instructions.

Ability to communicate effectively both verbally and in writing. Ability to plan, organize and complete tasks in compliance with deadline.

## **7. Experience**

One year of office experience, municipal setting preferred.

A combination of education and experience equivalent to the above is acceptable.

**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.**