

**TOWN OF ESSEX
POSITION DESCRIPTION**

Title:	RECORDING SECRETARY
Department:	Park and Recreation Commission
Classification:	Hourly Staff, Level 6, Non-Exempt
Position Definition:	Performs secretarial and administrative work of a complex and responsible nature for the Park and Recreation Commission.
Supervision Received:	Receives general supervision and task direction from the Park and Recreation Commission Chair and the Park and Recreation Director. Plans and organizes work according to established or standard office procedures, performs work independently, establishing priorities within work assignment.
Supervision Exercised:	None.
Examples of Essential Duties:	Must be able to attend the Park and Recreation Commission regularly scheduled meetings the first Wednesday of each month at 7:00 pm, as well as special meetings when scheduled. Regular interaction with Park and Recreation Director and Recreation and Department Staff. Serves as Recording Secretary at Park and Recreation Commission meetings. Records, composes and types meeting minutes.
Examples of Incidental Duties:	n/a
Minimum Qualifications Required:	The skills and knowledge required would generally be acquired with an Associate's degree in Secretarial Science, and three years of progressively responsible secretarial or office administrative work; or any equivalent combination of education and experience.
Knowledge, Skills, and Abilities:	A working knowledge of the functions, activities and responsibilities of municipal government and the Park and Recreation Department is desirable. The skill to take minutes of meetings, reports and correspondence, etc. in shorthand, rough notes or with transcription equipment is required. Ability to acquire a working knowledge of Robert's Rules of Order Meeting Facilitation is necessary. Must be able to perform word and data processing with skill and accuracy. Ability to compose clear and correct letters and reports. Ability to anticipate clerical requirements and to initiate and perform detailed work with little supervision. Must be able to post minutes onto town website. Must be highly organized and have the ability to process paperwork accurately and efficiently. Must have the ability to establish effective working relationships with other employees and the public.
License or Certification:	A Connecticut Motor Vehicle Operator's license may be required.
Physical, Mental Exertion/Environmental Conditions:	May be required to lift and move light to medium weights, for example, ledgers, office supplies, etc. Uses repetitive motions in operating office equipment, including keyboards, calculators, fax machines and copiers. Must be able to hear clearly (correctable to within normal limits) and to see (vision correctable to 20/20). There is some stress in meeting deadlines and in interacting with members of the public.
Note:	The above tasks and responsibilities are illustrative only. It is not meant to include every task or responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.