

**TOWN OF ESSEX  
POSITION DESCRIPTION**

<b>Title:</b>	<b>RECORDING SECRETARY</b>
<b>Department:</b>	Zoning Commission
<b>Classification:</b>	Hourly Staff, Level 6, Non-Exempt
<b>Position Definition:</b>	Performs secretarial and administrative work of a complex and responsible nature for the Zoning Commission.
<b>Supervision Received:</b>	Receives general supervision and task direction from the Zoning Commission and Zoning Enforcement Agent. Plans and organizes work according to established or standard office procedures, performs work independently, establishing priorities within work assignment.
<b>Supervision Exercised:</b>	None.
<b>Examples of Essential Duties:</b>	<p>Must be able to attend the Zoning Commission regularly scheduled meetings the third Monday of each month at 7:00 pm, as well as special meetings when scheduled.</p> <p>Regular interaction with Zoning Enforcement Agent and Zoning Administrative Assistant during normal Town Hall Hours is required.</p> <p>Serves as Recording Secretary at Zoning Commission meetings. Records, composes and types meeting minutes.</p> <p>Works in conjunction with the Zoning Administrative Assistant and Zoning Enforcement Agent as necessary.</p>
<b>Examples of Incidental Duties:</b>	n/a
<b>Minimum Qualifications Required:</b>	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.
<b>Knowledge, Skills, and Abilities:</b>	A working knowledge of the functions, activities and responsibilities of municipal government 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 department programs, including zoning and land-use regulations and related state laws 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. Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic and schedule form. The ability to add, subtract, and multiply all units of measure. 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.
<b>License or Certification:</b>	A Connecticut Motor Vehicle Operator's license may be required.
<b>Physical, Mental Exertion/Environmental Conditions:</b>	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.
<b>Note:</b>	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.