



TOWN OF BLOOMFIELD

Open Position **Recording Secretary**

\$26.50 hourly

Part-time, non-benefitted position of approximately 16 hours monthly for the Town of Bloomfield Human Services Facility Committee. Meetings are held twice a month (dates & times are determined by the building committee, typically evening). Meeting may be divided between two incumbents, if necessary.

Performs routine secretarial duties; attends evening meetings and one morning meeting, takes notes, operates recording equipment and computers to prepare minutes or verbatim transcription, letters, reports, or other recorded data heard through earphones of transcribing machine or tape recorder. May occasionally be required to work day time hours.

Minimum Qualifications

High school diploma or general degree (GED); and two years of responsible secretarial experience, preferably in a municipal office OR an acceptable equivalent combination of education and experience substituting on the basis of one year of experience for each year of education. Ability to type with speed and accuracy and to develop and maintain records and files of minutes.

Selection Process

All appointments and promotions shall be made according to merit and fitness for performing the functions of the position, including factors such as education, experience, aptitude, knowledge, character, ethics, or other qualifications that would determine the best candidate for the position. Examinations may include written, oral, physical, or performance tests or any combination of the various types of examinations. Offers of employment are contingent upon satisfactory results on a background check, pre-employment physical, drug screening and verification of information on the employment application.

Applications

Applications may be obtained from the Department of Human Resources, 800 Bloomfield Ave., Bloomfield, CT 06002, or on our website at www.bloomfieldct.org and **must be submitted to Human Resources along with a resume and cover letter** no later than 4:00 p.m., Thursday, November 3, 2016.

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply. Persons with a disability who may need this information in an alternative format or who may need accommodations during the testing procedure should contact Cindy Coville, ADA Coordinator at 860-769-3538 or at ccoville@bloomfieldct.org.

Posted: 10/18/16

TOWN OF BLOOMFIELD
RECORDING SECRETARY

Department: Multiple Departments

Non-Exempt

Grade: NU-4

Position Purpose:

The purposes of this position are to provide secretarial duties to attend and take minutes for the Town Commission and Committee meetings. The work involves attention to details to maintain accurate records and minutes of meetings in a timely manner. A Recording Secretary is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs routine secretarial responsibilities requiring a good working knowledge of meeting procedures and the land use process to understand discussion at meetings and prepare thorough minutes as required

Supervision Received: Works under the direction of the needed Department Head who supports the Commission or Committee following established department and general rules, regulations, policies and procedures. Receive direction from other staff that attend board and commission meetings

Supervision Given: None

Job Environment:

Administrative work is performed in moderately noisy meeting rooms or in quiet home office to prepare minutes

Requires the operation of telephones, computers, video recorder, and tape recorder, and may use on occasion - copiers, facsimile machines, and other standard office equipment.

Makes constant and periodic contact with the Department Head, Commission or Committee members, and seldom with the general public; Communication is frequently in person, by telephone, by fax or email

Errors in judgment or omissions could result in rework or legal ramifications.

Essential Job 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.)

- Attend Town Commission & Committee monthly and special meetings.
- Before meetings set up recording equipment, and review meeting packets in preparation.
- During meetings take notes to be able to know what action and discussion took place and by who; note all commission members present; record names and addresses of residents who speak during meetings or public hearings; record all public questions and comments; record the motions made and who made the motion any amendments to motion and person who seconded the motion; record all votes taken.
- After meeting type the minutes and forward to supervisor within seven days of meeting.
- Keep informed on issues being addressed or ask for clarification as to better understand the proceedings to take accurate minutes

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a High School Diploma; and 2 years of related work experience preferably in a municipal office, etc; or any equivalent combination of education, training and experience.

Special Requirements: None

Knowledge, Ability and Skill:

Knowledge: Working knowledge of office procedures, practices and terminology; working knowledge of the use of office automation applications and equipment, American business English and spelling; working knowledge of recording equipment; general knowledge of note taking and preparing minutes; general knowledge of land use boards and commission is helpful.

Ability: Ability to acquire working knowledge of regulations, state statues and legal requirements, procedures of assigned office; ability to work independently; ability to process minutes in a timely manner; ability to type with speed and accuracy and to develop and maintain records and files of minutes; ability to prioritize work assignments to meet established deadlines; ability to utilize data processing applications as they related to the functions of the Office; ability to follow written and oral instructions; ability to deal effectively and maintain working relationships with office staff and boards and commissions; ability attend evening meetings.

Skill: Good written communication skills; skill in using the above-mentioned office equipment and computer systems; minute taking, note taking and secretarial skills; skill in using recording equipment; listening skills.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-				
Other-				
Other-				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing				X
Using hands/fingers to type				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling	X			
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing	X			
Other-Driving	X			
Other-Listening				X

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)				X
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data.

Design - Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Written Communication - Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Gives and welcomes feedback; Contributes to building a positive team spirit.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness - Works within approved budget; Conserves organizational resources.

Diversity - Shows respect and sensitivity for cultural differences.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Judgment - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.

Motivation - Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.

Quantity - Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Asks for and offers help when needed.

Innovation - Generates suggestions for improving work.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)