

# **Town of Chaplin, CT**

## **Recording Clerk**

### **Job Description**

*Approved by the Board of Selectmen on July 7, 2016*

**GENERAL JOB DESCRIPTION:** This is a highly responsible, part-time position, recording and transcribing minutes of regular meetings for various Boards and Commissions. The Recording Clerk is required to submit motions and final minutes to the Chaplin Town Clerk in accordance with State of Connecticut General Statutes. The position requires independent judgment, initiative, confidentiality, maturity, observation and communication skills.

**SUPERVISION RECEIVED:** The Recording Clerk works under the general supervision of the Agent or Chairman of the Board, as assigned, and under the jurisdiction of the Board of Selectmen.

**SUPERVISION EXERCISED:** None.

#### **EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Records meeting minutes in shorthand, longhand, or by computer, in a precise and accurate manner.
- Assists in publishing legal notices to the public.
- Meets deadlines when submitting agendas, motions and final minutes to the Town Clerk in order to be recorded on Public Record and to the Administrative Assistant for posting on the Town website
- Possesses considerable ability to establish and maintain courteous, effective working relationships with Town officials, Board members, public officials, residents, patrons, co-workers, volunteers, civic groups, other municipal agencies and members of the general public.
- Keeps up-to-date technically and applies new knowledge to the job.
- Ability to work long hours, evenings and weekends, as required.
- Regular attendance is a requirement of this position.

#### **OTHER JOB FUNCTIONS**

Performs related work as required.

**\*\*\*\*\*The duties listed above 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.\*\*\***

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#### **MINIMUM QUALIFICATIONS**

##### Education and Experience

- High School Diploma or equivalent, and two years experience in an office or administrative position; or equivalent combination of education and experience.

##### Knowledge, Skills, and Abilities

- Thorough knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Knowledge of computer hardware and software, including applications and programming. Proficiency in Microsoft Office applications, specifically Word and Outlook and proficiency in email systems including use of attachments.
- Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to concentrate on a task over a period of time without being distracted.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to identify and understand the speech of another person.
- Ability to communicate information and ideas in writing so others will understand.
- Ability to develop goals and plans to prioritize, organize and accomplish your work.
- Excellent customer service skills: ability to interact positively with and to clearly transmit information to the public and other Town Hall staff.
- Ability to operate office equipment, for example: multi-line phone system, copier, fax, computer/printer/scanner, digital recorder.
- Ability to meet deadlines, attention to detail, ability to work independently and with minimal supervision, and the ability to perform multiple tasks with interruptions.
- Ability to establish and maintain systems to organize paper and electronic files and data.
- Ability to acquire a working knowledge of regulations and legal requirements pertinent to the position. Familiarity with local government structure/town hall operations is helpful.
- Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.

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- Ability to attend one monthly meeting, typically held in the evenings. In addition to the regular meetings, must be available to attend all Special meetings and Public Hearings as needed.

#### **TOOLS AND EQUIPMENT USED:**

- Telephone, digital recorder, microphones, computer, scanner, fax, and copier.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to speak; hear; sit; stand, bend, twist, stoop or crouch; use hands, fingers, and wrists for repetitive motion, to handle and/or feel equipment, objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb stairs to various levels; lift and/or move up to 25 pounds.

Specific vision abilities required by the job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must possess normal audio ability. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

The employee must be able to work harmoniously, cooperatively, and courteously with others at all times. The employee must be able to respond to difficult situations, ease tensions and address disturbances.

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**THE TOWN OF CHAPLIN IS AN EQUAL OPPORTUNITY EMPLOYER**