

TOWN OF VOLUNTOWN

CLERK TO THE BOARD OF SELECTMEN- Job Description

OBJECTIVES

Under the general direction of the First Selectman, with task direction from members of the Board of Selectmen, provides office administration and secretarial assistance to the First Selectman and members of the Board of Selectman; files and maintains all Board of Selectmen meeting minutes and records, and assumes administrative responsibilities for special projects as assigned by the First Selectman.

ESSENTIAL FUNCTIONS

Receives oral and written direction from the First Selectman.

Plans, organizes and implements daily activities and responsibilities of the Selectmen's Office.

Serves as a Clerk of the Board of Selectmen.

Organizes agenda and meeting materials for Board of Selectmen meetings, Board of Selectmen created committee meetings, and public hearings.

Notifies Board of Selectmen of regular and special meetings.

Records and reports Board of Selectmen meeting minutes and related actions.

Prepares and advertises legal notices of Board of Selectmen.

Transmits information of Board of Selectmen actions to committee, commission, board chairmen, department heads and others as needed.

Provides secretarial services to Board of Selectmen members as needed.

Composes and types routine correspondence and reports.

Types and transcribes letters, reports, and meeting minutes from rough drafts or video/audio recordings.

Screens telephone calls or greets visitors, ascertains nature of business and refers to appropriate office/person when possible.

Arranges meetings and schedules appointments for members of the Board of Selectmen.

Provides procedures for public to review all Board of Selectmen documents and records.

ADDITIONAL DUTIES

Establishes and maintains file system to store all records, correspondence and related materials for Board of Selectmen. Receives meeting information, duplicates, collates and distributes information packets to Board of Selectmen. Assumes administrative responsibility for special projects as assigned by the First Selectman, Selectmen, or committee members.

QUALIFICATIONS

The skills and knowledge required would generally be acquired with a high school education. Ability to type with speed and accuracy. Ability to take minutes of meetings. Ability to establish and maintain complex files and recording systems. Ability to work with minimum supervision. Ability to compose clear and correct letters and reports. Ability to compile information as requested. Ability to efficiently schedule and coordinate meetings and events. Ability to relate effectively to staff and the public. Experience with Excel, Word, Power Point, and virtual meeting applications (Zoom, Google Meets, etc.).

LICENSE OR CERTIFICATE

Motor vehicle operator's license desirable.

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.