

# TOWN OF WALPOLE

## Recording Secretary

**DEPARTMENT:** Executive

**EMPLOYMENT STATUS:** Part-time

**JOB SUMMARY:** This position provides secretarial support to the Walpole Selectboard by note taking and transcribing meeting minutes.

**SUPERVISION RECEIVED AND EXERCISED:**

Work is performed under the general direction of Manager of Administration with input from the Selectboard.

**RECOMMENDED MINIMUM QUALIFICATIONS:**

**Education, Training and Experience:**

- High School Diploma or equivalent.
- Prior notetaking experience; past municipal board/commission/committee experience would be beneficial.
- Or an equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

- Have the ability to take detailed notes and/ or operate a recording device.
- Thorough knowledge of business English, spelling, and punctuation.
- Proficient with MSWord, e-mail, and photocopying/scanning/printing.
- Be able to type and transcribe minutes effectively for timely submission.

**ESSENTIAL 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.)*

1. Attend the regular Selectboard meetings and take notes and/or create audio recording of meeting.
2. Transcribe minutes for proofing by the Manager of Administration.
3. Performs similar or related work as required, directed or as situation dictates.

**PHYSICAL REQUIRMENTS:**

*(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 functions.)*

This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files,

and other common office objects and equipment. Must be able to remain in a stationary position and constantly operate a computer or other recording devices during meeting times and when transcribing minutes. Vision and hearing at or correctable to normal ranges.

**JOB ENVIRONMENT:**

- Work is performed under typical office conditions; work environment is moderately noisy, and subject to routine interruptions.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Makes contact with the general public, other Town departments and officials. Contacts are by phone, through correspondence, email, and in person; they generally consist of an information exchange dialogue, discussing routine issues.
- Errors could result in delay of service or legal and/or financial repercussions.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change).*

***Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer***

Updated: 9/01/2022