

## CONFIDENTIAL SECRETARY - BOARD OF SELECTMEN

### DEFINITION

The Confidential Secretary provides administrative support services to the Board of Selectmen and assists with implementation of Board policies; other related work, as required.

### ESSENTIAL FUNCTIONS

*The essential functions or duties listed below are illustrations of the type of work 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.*

Prepare agendas for Board of Selectmen meetings; assist with organization and attend all Board of Selectmen meetings; take and transcribe meeting minutes.

Schedule appointments and public hearings; prepare public advertisements for hearings; mail notices to abutters.

Process license applications and renewals; process liquor license transactions; collect fees.

Maintain license and permit records; process special permit applications.

Respond to inquiries and complaints from the public.

Perform similar or related work as required, or as situation dictates.

### SUPERVISION

Works under the general supervision of the Board of Selectmen Chair, in accordance with the bylaws, rules, regulations, policies and procedures of the town; duties require the ability to plan and perform operations and independently complete assigned tasks according to prescribed time schedules.

### WORK ENVIRONMENT

Work is performed in office conditions, with considerable public interaction. The workload is subject to various fluctuations and unplanned events; attends biweekly meetings of the Board of Selectmen and other meetings, as required.

The employee operates standard office equipment.

The employee has daily contact with the public, town employees and officials, and State agencies.

The employee has access to confidential information about legal proceedings.

Errors could result in delay or loss of services to citizens or employees and monetary loss to the town.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

High School diploma; Associate's Degree preferred; three years of office or business experience; municipal government experience preferred; or an equivalent combination of education and experience.

### **KNOWLEDGE, ABILITY AND SKILL**

Knowledge of office practices and procedures; familiarity with municipal government and federal and state regulations as they relate to municipal government.

Ability to work independently and prioritize tasks; ability to develop an understanding of town procedures and bylaws; ability to interact appropriately with town employees, town officials and the general public, and coordinate work with other departments.

Computer and office skills; organization skills; interpersonal skills; written and oral communication skills.

### **PHYSICAL REQUIREMENTS**

Minimal physical effort is required to perform duties in office conditions. The employee is required to stand, walk, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read documents and use a computer.

*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.*