

**Town of Vernon
Job Description**

Position Title: Secretary to the Selectboard
Department: Selectboard
Reports to: Selectboard
Exempt/Non-Exempt: Non-exempt

General Purpose: This position is responsible providing administrative support to the Town of Vernon Selectboard. In addition, this position is responsible for transcribing minutes from Selectboard meetings.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Accurately records and transcribes for Selectboard regularly scheduled and emergency/special meetings. Ensures that notes are accurate and complete.
- Distributes transcribed minutes to appropriate Selectboard member(s) for review and approval in a timely manner.
- Develops and maintains files of Selectboard meetings, minutes and other related documentation. Takes action to ensure that files are clearly labeled and easily accessible when needed.
- Provides a variety of administrative functions, including, but not limited to, telephone calling, copying, faxing, sorting and delivering mail, etc. Takes Action to ensure that functions are carried out in a timely manner.
- Prepares a variety of correspondence (including business letters) as requested. Documents are prepared in accordance with Selectboard requirements.
- Prepares and distributes Selectboard meeting packets in accordance with prescribed time frames (at least 3 days prior to scheduled meetings). Takes action to ensure all documents are included for all members.
- Prepares meeting agendas in accordance with Selectboard Chairperson requirements.
- Fills in for Town Clerk as assigned.
- Serves as an ambassador for Town Selectboard, and conducts self in a professional manner.

Qualifications:

- High School diploma or equivalent required.
- Two years of experience in a secretarial position with proven experience taking dictation/transcription required.

- Must successfully pass criminal background check(s).

Job Requirements:

- Ability to transcribe and/or take dictation at a rate of 50 words per minute required.
- Ability to effectively operate a variety of Microsoft software programs, including, but not limited to, Word, Excel, PowerPoint, etc. required.
- Ability to comprehend and follow oral and written instructions with little or no supervision required.
- Ability to work a flexible schedule and attend meetings as needed required.
- Ability to maintain confidentiality and follow Town meeting regulations required.
- Knowledge of public meeting regulations required.
- Ability to effectively communicate orally and in writing required.
- Ability to interact with a wide variety of Town staff, Selectboard members, and members of the public in a courteous and professional manner required.
- Ability to understand and adhere to local and State statutes and laws required.
- Ability to take direction and constructive criticism from Selectboard members in a professional and enthusiastic manner required.
- Ability to meet required deadlines in accordance with local and State statutes, Town policies and other deadlines related to the office of the Selectboard required.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

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|---|--|---|
| <input checked="" type="checkbox"/> seeing | <input type="checkbox"/> ability to move distances within and between warehouses/offices | <input checked="" type="checkbox"/> lifting (specify)
20 pounds |
| <input type="checkbox"/> color perception (red, green, amber) | <input type="checkbox"/> climbing | <input checked="" type="checkbox"/> carrying (specify)
20 pounds |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> ability to mount and dismount forklift/truck | <input type="checkbox"/> driving (local/over the road) |
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> pushing/pulling | |
| <input checked="" type="checkbox"/> touching | | |
| <input checked="" type="checkbox"/> dexterity | | |
| <input checked="" type="checkbox"/> hand | | |
| <input checked="" type="checkbox"/> finger | | |
| <input type="checkbox"/> reading - basic | <input checked="" type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> analysis/comprehension |
| <input checked="" type="checkbox"/> reading - complex | <input type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision making |
| <input checked="" type="checkbox"/> writing - basic | <input checked="" type="checkbox"/> clerical | |
| <input checked="" type="checkbox"/> writing - complex | | |
| <input type="checkbox"/> shift work | <input type="checkbox"/> outside | <input type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input type="checkbox"/> extreme heat | <input type="checkbox"/> moving objects |

works with others extreme cold high places
 verbal contact w/others noise fumes/odors
 face-to-face contact mechanical equipment hazardous materials
 inside electrical equipment dirt/dust

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Supervisor: _____ Date: _____

Selectboard: _____ Date: _____