

TOWN OF NANTUCKET JOB DESCRIPTION

DEPARTMENT: TOWN ADMINISTRATION
POSITION: MINUTE TAKER
COMPENSATION LEVEL: Hourly Schedule S1 Clerical (Laborers' Union)
EFFECTIVE DATE: August 2013

DEFINITION

Attends and or records Board of Health, Finance Committee, Conservation Commission, Historic District Commission, and other assigned meetings to record and transcribe meeting minutes. May set up video and recording devices prior to start of meetings.

SUPERVISION

Reports to the Town Manager or his/her designee.

JOB ENVIRONMENT

Performs work in typical office conditions or in various meeting locations. The noise level in the work environment ranges from quiet in the office and to moderate in meeting room space. May spend extended periods operating office equipment including but not limited to computer, digital recorder, telephone, and photocopier requiring eye-hand coordination and finger dexterity. Regular lifting and carrying of files, documents, records, etc. The workday often involves periods after the normal work day and the work schedule will be flexible. Travel to various island locations is necessary.

Works with a minimum of supervision with a high level of accuracy and attention to detail, requiring the ability to independently complete assigned tasks in accordance with the given deadlines. Has contact in person and by phone with Board, Committee and Commission members and town personnel.

Requires high degree of discretionary judgment. Errors in judgment and not keeping information in confidence could result in embarrassment and adverse public relations.

ESSENTIAL DUTIES/RESPONSIBILITIES/FUNCTIONS

The essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Attends or records Board of Health, Finance Committee, Conservation Commission, Historic District Commission and other assigned committee and/or commission meetings to prepare accurate minutes in accordance with Massachusetts Open Meeting Law.

- Transcribes meeting minutes in the proscribed format in a timely and accurate basis.
- Types, and distributes as directed minutes, where accuracy for spelling, grammar, punctuation arrangement and format are important. Researches, collects and assembles data from records, files, and other sources to accompany correspondence as requested.
- Corrects and maintains a library of minutes related information to includes notes per Massachusetts State Retention regulations.
- Maintains audio library of all meetings of assigned committees and/or workgroups.
- Provide audio copies of meetings as requested.
- Index video recordings of meetings.
- Performs related duties as may be required or assigned by the Town Manager or his/her designee.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience: High School degree or GED equivalent necessary. At least two years of office experience is necessary. Experience in minute taking for public agencies is helpful.

Critical Knowledge, Ability and Skills:

Knowledge. Knowledge of general office practices, procedures, Massachusetts Open Meeting Law, and Robert's Rules of Order in regards to minutes.. Proficiency in MS Windows based computer use. Knowledge of English grammar and spelling.

Ability. Must have the ability to follow instructions and complete tasks in a timely fashion. Must be able to operate various types of office equipment, including but not limited to, copy machine, facsimile machine, computer, typewriter, and telephone.

Skills. Must have the ability to work independently with minimal supervision. Excellent organizational skills necessary. Must have a valid Massachusetts Drivers' license and access to an automobile in order to attend meetings in various locations. Ability to learn new vocabulary in regards to architecture, ecology, finance and planning.

PHYSICAL REQUIREMENTS

Moderate physical effort is generally required in performing functions. Position requires manual dexterity and physical flexibility to walk, bend, and reach to complete basic tasks. Moderate physical effort is generally required in performing functions required to perform work. Position requires the ability to use manual dexterity and manipulation. Lifting and carrying of heavy objects at times may be necessary. Requires ability to

stand, sit, and/or walk for the greater portion of the workday. Ability to operate a keyboard at efficient speed is necessary.

NOTE: 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.

Appointment to the position is contingent upon passing a pre-employment physical examination.