

**Recording Secretary Openings
(Part-time/Intermittent/Fee Based)
Town of Boxborough**

The Town is seeking qualified individuals to provide part-time clerical support to several of the Town's Boards/Committees on an intermittent (per meeting) basis.

The successful candidate will be enthusiastic, numerate and attentive to details, demonstrate excellent interpersonal skills and have a working knowledge of Microsoft Office Suite. A High School Graduate with three years administrative support experience; prior experience in producing meeting minutes preferred. Job Description has been posted with this position advertisement on the Town's website.

Responsibilities include attending Town Board/Committee meetings, generating meeting minutes (which serve as the official record of the meeting), working with the Committee/Board Chairpersons to develop meeting schedules and agendas and ensure meeting agendas are submitted in a timely manner to the Town Clerk consistent with the Massachusetts Open Meeting Law. Availability during the evening to prepare materials, attend the meetings of these Boards/Committees a must, in order to prepare the necessary meeting minutes. These evening meetings typically last two or more hours. Currently, the Town is looking to provide clerical support to Boxborough's Leadership Forum, Finance Committee, Planning Board and Zoning Board of Appeals. These responsibilities include time to prepare, edit and post both meeting agendas and requisite minutes. This is an Intermittent position on a \$125.00 per meeting fee base. Cover letter, resume, completed application to: Town Administrator, 29 Middle Road, Boxborough, MA 01719 or by e-mail (preferred) to his Department Assistant at: cmahoney@boxborough-ma.gov . Our submission review will commence starting July 17, 2019. AA/EOE.

Go to the Town's website to access the Town's Job Description and Part-time Application: <http://www.boxborough-ma.gov/boxborough-leadership-forum/news/meeting-secretary-job-opening>

12. Do you possess the following skills? Please list in detail all that apply.

Specialized Training? YES NO Name of Training/Course: _____
Professional Licenses? YES NO Licenses: _____
Professional Memberships? YES NO Name of Organizations: _____
Computer Software? YES NO Name of Programs: _____
Office Equipment? YES NO Describe Equipment: _____

If more room is required, an additional sheet may be attached.

Employment History

List present employer first. A resume or supplemental sheet may be included; however, this section must be completed.

13. Employer's Name: _____

Address: _____

Telephone Number: _____

Job title: _____

Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? YES NO

Describe the work you performed: _____

Reason(s) for leaving: _____

14. Employer's Name: _____

Address: _____

Telephone Number: _____

Job title: _____

Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? YES NO

Describe the work you performed: _____

Reason(s) for leaving: _____

References

Please provide professional and/or business references only. Note that references listed in this section will be contacted.

15. Reference #1

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

16. Reference #2

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

17. How did you learn about the job for which you are applying?

Walk-in

Town Employee

Newspaper; title _____ Professional Journal; title _____

Posted Town Bulletin _____ the Internet _____

Agreement

I certify that the information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Boxborough to obtain any information from schools, employers, professional licenses, certifications, driver's license and history (if job related), professional references and any other information concerning knowledge, skills and abilities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Boxborough any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Boxborough's use only.

I hereby voluntarily release, discharge and exonerate the Town of Boxborough, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Boxborough.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.

I understand that any offer of employment that I receive from the Town of Boxborough may be contingent upon my successful completion of the pre-employment screening process, including, but not limited to, the Town of Boxborough receiving satisfactory references, review of my driving history, completion of a complete criminal background check and/or a Sex Offender Record Information ("SORI") check, and if appropriate, pre-employment drug test, physical examination, and/or psychological screening. I understand that any such test results will be communicated in a confidential manner.

I understand that any employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 and an I9 so certifying must be completed no later than the first day of employment.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: _____

Date: _____

Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities because of political or religious opinions or affiliations, or because of age, color, disability, criminal records (inquiries only), gender, genetics, military service, national origin, ancestry, race, religion, past participation in discrimination complaints, sexual orientation, gender identity, marital status, pregnancy, parenthood, or disability which is unrelated to the person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited.

It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liabilities.



Town of Boxborough Release

I _____, a candidate for the position of _____, hereby authorize the Town of Boxborough to investigate all statements in my application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the Town of Boxborough from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Town of Boxborough.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the Town of Boxborough has not yet employed me and for immediate dismissal if the Town of Boxborough has employed me. I also authorize the Town to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having legal and proper interest, and I hereby release the Town of Boxborough from any and all liability for its providing this information.

In the event of my employment with the Town of Boxborough, I shall comply with all rules, regulations, and policies set forth in the Town of Boxborough's Salary Administration Plan Bylaw or other communications distributed by the Town of Boxborough.

I understand that nothing in this employment application, in the Town of Boxborough's policy statements or personnel guidelines, or in my communications with any Town of Boxborough official is intended to create an employment contract between the Town of Boxborough and me. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Town of Boxborough unless it is made in writing and signed by a Town of Boxborough official who possesses the authority to make such promise or guarantee.

I hereby acknowledge that I have read and understand the preceding statement.

Signed: _____

[Signature of Applicant]

Date: _____

Meeting Secretary

Position Purpose

Responsibilities include attending evening Board/Committee meetings, generating meeting minutes (which serve as the official record of the meeting), working with the Committee/Board Chairpersons to develop meeting schedules and agendas and ensure meeting agendas are submitted in a timely manner to the Town Clerk consistent with the Massachusetts Open Meeting Law.

Supervision

Supervision Scope:

None.

Supervision Received:

Reports to the Committee or Board Chair Person. Works with the Committee/Board Chair to develop meeting schedules and agendas. Meeting Secretaries are compensated on a per-meeting basis as authorized by the Committee/Board Chair Person.

Supervision Given:

None

Job Environment

Meeting minutes are taken in standard meeting settings. Meetings typically take place in the evenings and last two plus hours.

Distinguishing Characteristics

- Works under the direction of the Committee/Board Chair Person.
- Individual interacts with Board/Committee members, public and Town Clerk to whom completed minutes are submitted for posting.
- Meeting Secretary occasionally may be required to take minutes in Executive Session and must exercise restraint and maintain confidentiality.
- Works with the Committee/Board Chair Person to develop meeting schedules and agendas as well as other administrative duties as assigned by the Committee/Board Chair Person.

Examples of Work

- **POST MEETING AGENDAS** Each meeting agenda will be developed by the Committee/Board Chair Person and Meeting Secretary. The meeting agenda must be

emailed to Town Clerk to be posted more than 48 hours in advance of each meeting (not counting weekends and holidays).

- **ATTEND MEETING** Arrive promptly or with time to spare at the assigned meeting time/place and be prepared with suitable materials/equipment for taking minutes.
- **SUBMIT DRAFT MINUTES** After each meeting, a set of draft minutes should be forwarded to the Committee/Board Chair Person, within two weeks of each meeting. As soon as the draft minutes are submitted, a bill for Meeting Secretary services for that meeting may be submitted to the Administrative Assistant to the Town Administrator along with authorization for payment from the Committee/Board Chairperson for payment.
- **SEND FINISHED MINUTES TO BE UPLOADED TO WEBSITE** If the Committee/Board votes to accept the minutes with specified changes, those changes should be made and the accepted minutes, with changes incorporated and the date they were approved by the Committee/Board added to the bottom, should be emailed to the Administrative Assistant to the Town Administrator to be posted to the Committee/Board's Town webpage.

Recommended Minimum Qualifications

Education, Training and Experience

- High School Graduate with three years administrative support experience. Prior experience in producing meeting minutes preferred.

Special Requirements: None

Possession of a valid motor vehicle operator's license.

Knowledge, Ability and Skill:

Knowledge:

- Familiarity with Town government and committee/board structure and procedures
- Strong notetaking/minutes skills
- Capacity to listen, perform in a professional manner and exercise discretion
- Familiarity with relevant laws, rules and regulations

Ability:

- Establish effective working relationships
- Communicate effectively
- Plan, organize and prioritize work

Skills:

- Verbal, written and interpersonal skills
- Word processing, power point presentations and audio/visual displays

Physical Requirements:

- Standing/walking (occasionally)
- Lifts/moves objects weighing up to 10 pounds (occasionally)
- Climb, balance, squat, crawl (occasionally)
- Manipulate objects, tools and controls (regularly)
- Utilize computer and other standard office equipment (regularly)

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential function of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

The duties listed above 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. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.

Position description received by: _____

Date: _____