

TOWN OF CHESHIRE

POSITION DESCRIPTION

Position Title: Minutes Clerk Classification: N-1

Department: General Services Date: July 12, 2022

Position Objectives:

Under general supervision, attends various Town Council, Board, Commission or Committee meetings and produces and submits minutes for said meetings. Provides permanent records for the Town, and ensures compliance with the Freedom of Information Act (FOIA) requirements.

Reporting Relationships:

Reports to: Assistant Town Manager

Supervises: None

Job Location and Equipment Used:

Work is performed primarily in a conference room in a Town facility, and occasionally at various locations within the town for site visits. Typing of minutes may be performed off-site. Equipment used includes: computers and peripherals, digital recording devices, and other office and electronic equipment as necessary. Most meetings are held on week nights, although occasionally a meeting will be held earlier in the morning. Meetings and/or commissions will be assigned with as much notice as possible.

Essential Functions:

1. Assist with the preparation, filing, and distribution of meeting agendas and packets to varying degrees pursuant to the needs of each respective commission.
2. Attend commission meetings, with all recording equipment and other necessary preparations ready prior to the start of the meeting.
3. Call the roll for determination of a quorum and read aloud any relevant legal notices such as a call for a public hearing at the request of the chair.
4. Record meeting and take notes of proceedings.
5. Secure copies of all handouts and additional information not included in the agenda packet to include as attachments to the minutes if necessary.
6. Pursuant to FOIA, submit a list of the meeting motions and votes to designated staff within 48 hours if requested.
7. Type the meeting minutes within the prescribed format; the minutes should include all motions and votes, and a brief summary of discussions.
8. Pursuant to FOIA, within seven days of the meeting, submit a signed hardcopy of the minutes with attachments to the Town Clerk. Also, email minutes to designated department staff including the staff member responsible for publishing the minutes on the Town website, and distribute minutes to all agency members.
9. Submit electronic recording of meeting to designated staff.
10. Ensure that corrections to previous meeting minutes are included in the minutes of the meeting at which the corrections were made.

11. Work closely with the Town staff liaisons and the chairs of assigned commissions to become familiar with procedures and subject matters of the commissions.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned as the ever-changing demands of the position necessitate.

Desired Knowledge, Skills and Abilities:

Ability to listen to discussions and understand the content enough to summarize proceedings. Ability to judge comments and discussions in terms of importance; ability to determine what is critical content and what is non-essential. Attention to detail and professional presentation of documents. Knowledge of Microsoft Word, experience with electronic document sharing and distribution, and ability to operate a digital recording device required.