



RECORDING SECRETARY

The Town of Gilford, NH seeks an individual to fill the position of Recording Secretary in the Department of Planning and Land Use. This part-time position attends and takes minutes of land-use board meetings and produces and delivers meeting minutes within legal timeframes. Knowledge of how to take and prepare minutes and the ability to attend multiple night meetings in a week and each month are required. Experience in a municipal building or land-use office preferred. Must be high school graduate with specialized training in secretarial skills and at least two (2) years' minute-taking experience, or have any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Send resumes to John Ayer, Director, Department of Planning and Land Use, 47 Cherry Valley Road, Gilford, NH 03249. Position is open until filled. A complete job description is available at <https://www.gilfordnh.org/careers>. EOE.

TOWN OF GILFORD, NH
JOB DESCRIPTION FOR DPLU RECORDING SECRETARY



JOB SUMMARY

The Recording Secretary performs secretarial work for the Director of Planning and Land Use and the town's land use boards. Attends and takes minutes of board meetings, performs routine and repetitive typing work, and produces and delivers meeting minutes within legal timeframes.

SUPERVISION RECEIVED

Works under the supervision of the Director of Planning and Land Use who outlines general policies, assigns duties, and reviews work for conformance with required standards. Also receives direction from other staff in the Department of Planning and Land Use (DPLU).

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL FUNCTIONS/EXAMPLE OF DUTIES

(This position or positions of this class may not perform all of the duties listed, and the duties listed may not include all duties which may be performed by this position or by positions of this class.)

- Attends meetings of the Planning Board and Zoning Board of Adjustment.
- Takes an accurate record of board meetings including names of members present and persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions made. Records other details as required.
- Types minutes of meetings and makes them available for public review within time frames set forth in RSA 91-A by delivering paper and/or electronic copies of draft minutes to the Director of Planning and Land Use or his designee.
- Maintains confidentiality of non-public meetings.
- Assures accuracy of all outgoing material, correcting spelling, grammar, style, format, and factual details where necessary.
- Makes amendments to the minutes in accordance with approval by the pertinent board and promptly delivers paper and/or electronic copies of final minutes as approved.
- Sends and receives work-related e-mails; makes and receives work-related phone calls.
- Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of how to take and prepare minutes; ability to listen and write effectively; skill in the use of Microsoft Office software, email, personal computers, and standard office equipment; ability to properly operate audio and recording equipment; ability to maintain effective working relationships with employees, board members, and the general public; ability to listen closely and accurately record details of meetings; ability to use independent judgment, prioritize and work independently; ability to plan and organize; ability to understand and meet legal requirements; ability to attend multiple night meetings in a week and each month.

MINIMUM QUALIFICATIONS

High school graduate with specialized training in secretarial skills and at least two (2) years' minute-taking experience, or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL EXERTION / ENVIRONMENTAL CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extensive periods of time, stand frequently, use hands to finger, handle and feel objects or controls, reach with hands and arms, bend, lift and/or move 25 pounds or less.