SECRETARY (SPECIAL DISTRICTS)

DISTINGUISHING FEATURES OF THE CLASS:

This is clerical work involving responsibility for attending meetings, recording and typing minutes, conducting correspondence and maintaining files of a municipal board, commission (such as a conservation advisory board or recreation commission) or department. The work is performed under general supervision. Supervision of others is not normally a responsibility of positions in this class.

TYPICAL WORK ACTIVITIES:

- 1. Records, summarizes, types, and distributes minutes of meetings;
- 2. Composes and answers routine correspondence;
- 3. Types reports as required;
- 4. Maintains files and records;
- 5. May place notices in newspapers;
- 6. May answer telephone inquiries, referring more complex questions to appropriate person;
- 7. Does related work as required.

<u>FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS</u>:

Good knowledge of the policies, practices and procedures of the appropriate municipal board, commission or department; good knowledge of grammar, punctuation, and spelling; ability to take accurate and complete notes; ability to summarize notes and organize into appropriate format; ability to type accurately; ability to keep detailed records; ability to compose routine correspondence; ability to work independently; dependability; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Evidence of typing ability (i.e., completion of a typing course or work experience which included typing).

CL5401

ADOPTED: 06/15/83

REVISED: 10/26/88 06/19/89 01/31/91 08/09/07