



PERSONNEL DEPARTMENT
400 SLOCUM ROAD
DARTMOUTH, MA 02747

PERSONNEL ADMINISTRATOR
MELISSA MEDEIROS
TEL: 508-910-1854 * FAX: 508-910-1885
MMEDEIROS@TOWN.DARTMOUTH.MA.US

JOB POSTING

TITLE: Finance Committee Secretary
UNION: N/A
LOCATION: Finance
DATE AVAILABLE: ASAP
SALARY: \$11 per hour

RESPONSIBILITIES:

Skilled secretarial work in supporting the operations of a Town board, commission, or committee. May attend evening Board meetings or access video to take and transcribe minutes. Please see attached job description for complete details.

QUALIFICATIONS:

Associate's degree; one year in office experience; or any equivalent combination of 15 credits towards Associates' degree and minimum of three years' experience.

APPLICATION DEADLINE: Open Until Filled

Applicants may submit a cover letter, resume, and application to:

Personnel Department
Town of Dartmouth
400 Slocum Road
Dartmouth, MA 02747

Or email to: mmedeiros@town.dartmouth.ma.us

Town of Dartmouth is an Equal Opportunity Employer

Job Description: BOARD/COMMISSION SECRETARY

Classification: NU-Sched. E

Definition

Skilled secretarial work in supporting the operations of a Town board, commission, or committee; all other related work as required.

Supervision

Works under the general supervision of the Board or Commission Chairman.

Performs varied and responsible duties requiring the ability to independently complete assigned tasks according to a prescribed time schedule.

Job Environment

Work is performed under typical office conditions.

Operates computers, calculators and other office equipment.

Makes frequent contacts with Boards or Commission members and other town departments; makes contact with the general public.

Errors could result in significant delay of services.

Essential Functions

Attends all Board or Commission meetings; forwards, notices to Board or Commission members; contacts members by phone regarding upcoming meetings.

Types correspondence; copies and files correspondence.

Notifies individual citizens of upcoming meetings that the citizens are requested to attend.

Performs special projects as assigned.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience

Associates degree including courses in computer applications, proficient in Microsoft Office 2000 and one year of office experience; or equivalent combination of 15 credits towards Associates degree and minimum three years experience.

Knowledge, Ability and Skill:

Working knowledge of office practices and procedures; working knowledge of Boards' operations and functions.

Minimum typing speed 60 WPM; ability to operate various types of office equipment including a computer.

Physical Requirements:

Minimal physical effort required in performing duties under typical office conditions.