

## TOWN OF CANTON

**TITLE:** Board Clerk  
**DEPARTMENT:** Various Commissions

**CLASS:** Non-Exempt / Non-Union  
**DATE:** October 15, 2008

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### **POSITION DESCRIPTION**

Works under the general direction of the Director of Planning and Community Development: The Board Clerk is responsible to take minutes during various Land Use Meetings, including but not limited to Board of Finance, Planning Commission, Zoning Commission, Zoning Board of Appeals, Design Review Team and the Inland Wetlands and Watercourses Agency. The Board Clerk must type minutes in a presentable fashion as directed by the Director of corresponding commission and in compliance with the Freedom of Information Act. Performs other clerical tasks as may be required by the various Commissions.

This position requires a reliable person who can work independently with limited supervision. Position requires attendance at evening meetings.

### **ESSENTIAL JOB FUNCTIONS (EXAMPLES)**

- Listen to testimony and be able to transcribe spoken words into writing.
- File written minutes as directed by public officials and within the time restraints designated by state law.
- Copy, organize and distribute necessary documents at meetings.
- Perform additional tasks or duties as necessary and/or requested.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to communicate effectively in a non-confrontational manner with the general public, elected and appointed officials, regulatory agencies, and other municipal staff.
- Ability to use word processing programs, emails and the internet.
- Capability to follow established procedures and priorities, meet deadlines and maintain quality of work in a multi-tasking environment.
- Ability to communicate effectively, both orally and in writing.
- Ability to present technical information in a clear, concise manner to non-technically oriented persons.
- Ability to interpret and follow the requirements of the Freedom of Information Act.

### **REQUIRED MINIMUM QUALIFICATIONS**

The skills and knowledge required would generally be acquired with a High School degree. The candidate should be able to type at least 50 words per minute.

### **SUPERVISION RECEIVED**

Works under the general supervision of the corresponding Commission.

### **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

- Requires the ability to sit at a desk or to stand and work continuously for extended periods of time.
- Requires full range of body motions, manual and finger dexterity and eye and hand coordination.
- May require additional hours beyond regularly scheduled work day to meet cyclical workload.
- Ability to observe and interpret situations; read and interpret data, information and documents.

- Ability to lift up to 35 pounds necessary to move office files or equipment for presentation at public meetings.
- Works in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to work varied hours/ days/ night meetings to complete functions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to get into and out of an automobile.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.
- Ability to talk and hear, both in person and by telephone.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. The employee will be required to provide his/her own transportation.

### **LICENSE OR CERTIFICATE**

Must possess a valid driver's license.

**Note:** The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.