



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
FAX (978) 640-4302

JOB POSTING

POSITION AVAILABLE: Secretary Hourly (Council on Aging)

QUALIFICATIONS: Candidate must have a High School Diploma; will be required to attend the Council on Aging Board meeting on the third Wednesday of every month. Must be able to transcribe minutes of meeting notes accurately; prepare monthly agenda, prepare meeting packages, distribute agendas and perform all other related tasks.

Specific job qualifications are listed in the job description attached.

HOURS: Approximately 5 – 15 hours monthly

SALARY RANGE: Hourly \$15.79

BENEFITS: None

POSTING DATES: From: June 14, 2016
To: Until position is filled.

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office on the 2nd floor of the Town Hall.

The Town of Tewksbury is an affirmative action equal opportunity employer.

This position is in PRRB Group C.

SECRETARY HOURLY- COUNCIL ON AGING (5-10 HRS MONTHLY) TEWKSBURY, MA

Position Purpose:

Under the direction of the Council on Aging Director and Board Chairman, the Secretary Hourly will be required to attend the Council on Aging Board meeting on the third Wednesday of every month. The Secretary Hourly will transcribe minutes of meetings, prepare monthly agenda, prepare meeting packages, distribute agendas and perform all other related tasks.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Take dictation and transcribe shorthand notes of minutes of Council on Aging's meetings.
- Prepare monthly agenda under direction of COA Director and Board Chairman.
- Prepare meeting Packages.
- Distribute agenda (board members, Town Clerk, etc.).
- Post Agenda.

Recommended Minimum Qualifications:

Must have a High School diploma and must have experience taking meeting minutes. Knowledge of shorthand and/or speedwriting is a plus but not a requirement.

Essential Requirements

- Must be able to work under moderate noise level.
- Must have good vision to be able to distinguish printed data including numbers and allow the candidate to operate personal computer and office machines, (i.e. fax, copier and etc.).
- Must be able to communicate effectively in writing and orally in a clear and precise manner.
- Must have good stamina and not tire easily.
- Must be able to sit for long periods of time.

Physical Requirements:

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

Regularly required to walk, stand, sit, talk, and hear; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate effectively.

Supervision:

Supervision Received: Work is performed under the direction of the Council on Aging Director or his/her designee

Supervision Exercised: None noted.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)