

TOWN OF DURHAM
JOB DESCRIPTION

TITLE: Recording Secretary

BOARD/COMMISSION: Ethic's Commission

REPORTS TO: Chairman

GENERAL DESCRIPTION:

Incumbent is responsible for recording minutes and motions of the Ethic's Commission regular and special meetings.

ESSENTIAL DUTIES:

1. Takes detailed and accurate notes of the work that was done at meetings, for example, motions taken.
2. From notes, prepares minutes to reflect meeting activities.
3. Forwards minutes to Town Clerk within seven (7) calendar days following the meeting, so minutes may be posted to the public in accordance with Freedom of Information Act requirements.

OTHER DUTIES:

- Performs other duties, as required.

CONFIDENTIALITY:

- Maintains confidentiality of records and information as appropriate

CONDUCT:

- Observes safe work practices
- Represents the Town in a professional and courteous manner at all times

DEPENDABILITY:

- Regularly attends and is punctual for work
- Able to work evenings, typically, from 6:45 p.m., to 9:00 p.m.
 - Ethic's Commission regular meetings require a start time of 7:00 p.m.; special meeting times/days vary

QUALIFICATIONS PROFILE:

1. Ability to comprehend business discussions and summarize
2. Ability to take accurate notes, attending to relevant details
3. Strong Business English writing skills
4. Ability to use a tape recorder
5. Ability to type 45 words per minute on a word processor
6. Ability to work independently and adhere to strict deadlines
7. Ability to access and use Zoom teleconference

PHYSICAL/MENTAL REQUIREMENTS:

- Able to sit quietly and concentrate for extended periods of time

MINIMUM TRAINING AND EXPERIENCE:

- High school diploma or equivalent
- Relevant experience, preferred but not required

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.