

# TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	ZBA Recording Clerk	GRADE LEVEL:	11
CLASSIFICATION:	Non-exempt – Part-Time	DEPT:	OCD- Community Development
CREATED:	10/18/2019	REV DATES:	11/4/2020

<b><u>Job Description:</u></b>	The recording clerk is responsible for transcribing the minutes of the meeting for Milford Zoning Board of Adjustment. These minutes are required by state statute to provide a formal account of who was at the meeting, what was discussed, what actions were agreed upon, and who would carry out these actions. The minute taker is in charge of providing the single official version of events. Attends and/or views recorded meetings and as assigned.
<b><u>Accountability:</u></b>	Works under the general administrative supervision of, and is accountable to, the Community Development Director.
<b><u>Equipment Used:</u></b>	Standard office equipment including, but not limited to, computers, audio recorder, fax machine, binding machine, typewriters, photocopiers, etc.
<b><u>Environment:</u></b>	<b>Inside:</b> <u>100</u> % <b>Outside:</b> <u>0</u> %

## Duties and Responsibilities:

**Note:** Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.

1. Attends, records, or views recorded video meeting of the Zoning Board of Adjustment meetings to prepare accurate minutes in accordance with New Hampshire Open Meeting Law.
2. Transcribes meeting minutes in the proscribed format in a timely and accurate basis in accordance with NH State Statutes.
3. Types, and distributes as directed minutes, where accuracy for spelling, grammar, punctuation arrangement and format are important. Researches, collects and assembles data from records, files, and other sources to accompany correspondence as requested.
4. Corrects and maintains a library of minutes related information.
5. Performs other duties as assigned.

## Physical Activity Requirements:

Frequently, Occasionally, Seldom, Rarely or Not Required

PRIMARY PHYSICAL REQUIREMENTS	F	O	S	R	NR	OTHER PHYSICAL CONSIDERATIONS	F	O	S	R	NR
LIFT up to 10 lbs.:		X				Twisting					X
LIFT 11 to 25 lbs.:					X	Bending:					X
LIFT 26 to 50 lbs.:					X	Crawling:					X
LIFT over 50 lbs.:					X	Squatting:					X
CARRY up to 10 lbs.:		X				Kneeling:					X
CARRY 11 to 25 lbs.:					X	Crouching:					X
CARRY 26 to 50 lbs.:					X	Climbing:					X
CARRY over 50 lbs.:					X	Balancing:					X
REACH above shoulder height:					X						

REACH at shoulder height:		X			
REACH below shoulder height:		X			
PUSH/PULL:					X
HAND MANIPULATION	F	O	S	R	NR
Grasping:	X				
Handling:	X				
Torquing:				X	
Fingering:	X				
Controls and Equipment:	Required **				
Controls & Equipment**					
✓ General office equipment, computers, audio recorder, fax machine, binding machine, typewriters, photocopiers, etc.					

WORK SURFACE(S)																
Standard office desk and chair. Computer/copier. Carpet and vinyl flooring																
DURING AN 4-HOUR DAY, EMPLOYEE IS REQUIRED TO:																
	Consecutive Hours								Total Hours							
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Sit	1-2								2							
Stand	1								1							
Walk	1								1							

### Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for taking instructions and information.
Sight:	Necessary for the performance of duties.
Tasting & Smelling:	Not required for the performance of the function of this position.

### Specific Vocational Preparation Requirement(s):

Short demonstration only		Any "beyond short" demonstration up to and including 30 days.		30-90 days
91-180 days		181 days to 1 year	X	1 to 2 years
2 to 4 years		4 to 10 years		Over 10 years

### Desired Minimum Qualifications:

<b><u>Required Education:</u></b>	High School degree or GED equivalent necessary.
<b><u>Required Experience:</u></b>	<ul style="list-style-type: none"> <li>At least two years of office experience is necessary.</li> <li>Experience in minute taking for public agencies is helpful.</li> <li>Works with a minimum of supervision with a high level of accuracy and attention to detail, requiring the ability to independently complete assigned tasks in accordance with the given deadlines. Has contact in person and by phone with Board members and town personnel.</li> <li>Requires high degree of discretionary judgment. Errors in judgment and not keeping information in confidence could result in embarrassment and adverse public relations.</li> <li>Ability to operate a keyboard at efficient speed is necessary.</li> </ul>
<b><u>Supervisory Experience</u></b>	N/A
<b><u>Licensure/ Certification Requirements:</u></b>	N/A
<b><u>Other Training, and/or related Skills (Necessary KSA's):</u></b>	<b>Necessary Knowledge, Skills and Abilities:</b> <b>Knowledge of:</b> <ul style="list-style-type: none"> <li>Knowledge of general office practices, procedures, New Hampshire Open Meeting Law, and Robert's Rules of Order in regards to minutes.</li> <li>Proficiency in MS Windows based computer use. Knowledge of English</li> </ul>

	<p>grammar and spelling.</p> <p><b><u>Ability to:</u></b></p> <ul style="list-style-type: none"> <li>• Must have the ability to follow instructions and complete tasks in a timely fashion.</li> <li>• Must be able to operate various types of office equipment, including but not limited to, copy machine, facsimile machine, computer, and telephone.</li> <li>• Position requires manual dexterity and physical flexibility to operate computer, keyboard, typewriter and/or copier.</li> </ul> <p><b><u>Skill in:</u></b></p> <ul style="list-style-type: none"> <li>• Must have the ability to work independently with minimal supervision.</li> <li>• Excellent organizational skills necessary.</li> <li>• Must have a valid New Hampshire Drivers' license and access to an automobile in order to attend meetings in various locations.</li> <li>• Ability to learn new vocabulary in regards to architecture, ecology, finance and planning.</li> </ul>
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### Summary of Occupational Exposures:

<b><u>Summary of Occupational Exposures:</u></b>	Work is performed in an office or at a remote location of his/her choosing. Copier toner, printer ink, electrical equipment.
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### Other Considerations and Requirements:

<ul style="list-style-type: none"> <li>• The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</li> <li>• This position requires that the employee treat the citizens of the Town and members of the staff with respect and courtesy.</li> <li>• This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.</li> </ul>
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**I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.**

**Signature**

**Date**

This job description was reviewed and approved by Dept Manager and HR on	11/4/2020
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