

# **Topsfield Conservation Commission Minutes Secretary Job Description**

**Position Available July 1, 2010 (Search to continue until the position is filled).**

## **POSITION:**

Minutes Secretary for the Conservation Commission

## **DESCRIPTION:**

The Minutes Secretary will attend twice-monthly Conservation Commission meetings, held on Wednesdays commencing at 7:00 PM in the Topsfield Town Library and typically lasting from 2 to 3 hours. (On some occasions, the meetings last 4 to 5 hours.) Meetings/hearings are digitally recorded. The secretary will take notes of the discussions and decisions that are made and then prepare minutes in accordance with the requirements of Open Meeting Law, M.G.L. Ch. 39, § 23A, et. seq., and Public Records Law, M.G.L. Ch. 66, §5A, based on the notes and digital audio recordings made at the hearings/meetings. Draft minutes are to be submitted electronically to the Conservation Commission Administrator within one week of the meeting.

The TCC and Administrator will edit the draft minutes and resubmit them to the Minutes Secretary for the final version. Minutes accepted with a vote of the Conservation Commission become permanent record.

The applicant should be computer literate, reliable, and able to work well with the public. Good writing skills and attention to detail are essential. It is very helpful for the Minutes Secretary to know shorthand or have a personal laptop computer to use during the meetings. Experience with preparation of minutes for a permitting board, and especially with a Conservation Commission, would be particularly valuable.

## **HOURS:**

Two Wednesday evenings (usually second and fourth) per month from 7:00 PM to 10:00 or 11:00 PM and additionally 1-2 hours per meeting to be scheduled as the secretary chooses to edit/correct the draft minutes and prepare the final minutes. Total about 7 – 9 hours/month.

## **STARTING SALARY:**

Grade H-5, Step 1 through Step 9 range is \$13.60 to \$18.60