

# **Town of Sherman Job Description**

**Job Title:** Commission Clerk

**Immediate Supervisor:** Commission Chair and First Selectman

## **Job Summary:**

Provides clerical assistance to Town Commissions (excepting Planning and Zoning, Inland Wetlands, and Zoning Board of Appeals) as assigned, performing responsibilities related to the maintenance of records, operations, and representation of the Commission to the public.

## **Duties and Responsibilities:**

1. Prepares and publishes warnings of meetings within the time frames required by statutes. Such warnings contain all necessary information and accurately reflect the details of such events.
2. Establishes and distributes meeting schedules, agendas, and any other notices according to the requirements of the Commission.
3. Attends scheduled meetings and records, transcribes, and prepares and distributes minutes for all Commission meetings in an accurate and timely manner.
4. Maintains records required by the Commission.
5. Reviews and refers for appropriate action all correspondence directed to the Commission.
6. Prepares and distributes out-going correspondence on behalf of and at the direction of the Commission.
7. Performs other duties as assigned by the Commission.

## **Knowledge and Skill:**

1. Ability to accurately record relevant details of meetings.
2. Ability to maintain accurate files relevant to the Commission's work.
3. Strong oral and written communication skills.

## **Communications:**

1. Regularly requires attention to communications at meetings, including verification of content through review of tape-recorded proceedings.
2. Regularly prepares agendas, minutes, and general correspondence.

## **Working Conditions:**

Part-time hourly position in which hours are dependent on the length of Commission meetings. Other duties performed on a regular basis are compensated at the hourly rate of pay. Work is performed at home office with visits to Town Hall to complete appropriate filings. Evening attendance at Commission meetings is required.

Approved by the Board of Selectmen  
April 27, 2006