

**TOWN OF MARLBOROUGH
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: **BOARD CLERK**

JOB SUMMARY: Take minutes during Board/Commission meeting, transcribe that information in a timely and concise manner, email the signed and completed minutes in a Word Document to the Town Clerk's Office, Selectman's Administrative Assistant for posting to the Town Website, and to the Land Use Department Administrative Assistant if applicable. The Board Clerk is then expected to physically deliver the minutes to the Town Clerk's Office and sign them into the official minute book in the vault. Should a clerk choose to use a recorder, the recording must be returned to the Town Clerk's office for storage for 6 months to 1 year per Municipal Records Retention Schedule M1.

SUPERVISION RECEIVED: Receives general direction from the Board Chairman and functional direction from the First Selectman or designee. Confers with the chairman on policies and procedures as necessary.

SUPERVISION EXERCISED: None

CONNECTICUT GENERAL STATUTES AND RESPONSIBILITIES INCLUDE:

The minutes should include members in attendance and if regular full members are absent, which alternate took the place of the absent member. Regular board members are elected separately from alternate board members as there is a distinct difference.

The minutes must indicate meeting type, location, date, start time, motions, recording of votes, member(s) arrival and departure times between start of meeting and adjournment and time of adjournment.

All minutes must be received in the Town Clerk's office within 7 days of the meeting. A vote of each member present should be reduced to writing and made available for public inspection within 48 hours after the meeting, exclusive of Town Hall non-business hours, Saturday, Sunday or legal holiday, and also recorded in the minutes.

In the case of the Board of Finance, the Conn. General Statutes, Sec. 7-340a states: ... " If a regular member of such board is absent or is disqualified, such absent or disqualified member shall designate an alternate to so act. In the event that an absent or disqualified regular member shall fail or refuse to designate an alternate to so act, the majority of the regular members of the Board of Finance not absent and not disqualified may designate an alternate

subject to the provisions of section 9-167a, to so act for such absent or disqualified regular member.”

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Ability to acquire working knowledge of functions of assigned Boards or Commissions and understand the internal organization responsibilities. Ability to carry out duties with a high degree of accuracy and independence. Ability and knowledge of word processing.

MINIMUM QUALIFICATIONS REQUIRED:

The skills and knowledge required would generally be acquired with a business course or two years experience in secretarial work.

LICENSE OR CERTIFICATE:

A valid Connecticut Motor Vehicle Operator’s license may be required.

PHYSICAL EXERTION / ENVIRONMENTAL CONDITIONS:

Intermittent exposure to computer screen.