

The Town of Colchester is seeking qualified candidates for the position of per-diem meeting clerk for the Board of Finance. Responsibilities include attending all meetings, posting meeting agenda, taking minutes at meetings, and posting meeting minutes in accordance with FOIA. Candidate must have general knowledge of meeting agendas and minutes and strong word processing skills. Knowledge of Robert's Rules of Order preferred. Compensation rate is \$60.00 per meeting. BOF meetings are held on the first and third Wednesday of each month at 7:00pm.

All applicants must submit a completed Employment Application available at www.colchesterct.gov. Send application and resume to:

Tricia Dean, Executive Assistant
First Selectman's Office
127 Norwich Avenue, Colchester, CT 06415.
Or via email to: tdean@colchesterct.gov



Town of Colchester Job Description

Per Diem Meeting Clerk

GENERAL STATEMENT OF DUTIES

General support of town Board and Commission meetings including preparation of agenda and minutes.

WORK HOURS

Hours are dependent on meeting to be clerked. Typical meetings occur at 7:00 p.m. on weeknights, for approximately two hours.

SUPERVISOR

Work under the supervision of the Executive Assistant to the First Selectman.

ESSENTIAL DUTIES

The following is an illustrative and non-exhaustive list of duties:

- 1) Prepare meeting agenda based on Board/Commission Chairman input
- 2) Ensure agenda is posted in the Town Clerk's office at least 24 hours prior to meeting per FOIA
- 3) Ensure motions/votes are posted in the Town Clerk's office within 48 hours following the meeting per FOIA
- 4) Ensure complete minutes are posted in the Town Clerk's office within 7 days following the meeting per FOIA
- 5) Attend full meeting, take notes, and provide any other clerical assistance needed during meeting
- 6) Draft meeting minutes, distribute to Board/Commission Chairman, and file with Town Clerk

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) A general knowledge of meeting agendas and minutes
- 2) Ability to capture meeting substance including motions, votes, and subjects discussed
- 3) Word processing skills

EDUCATION AND EXPERIENCE

- 1) High School Diploma or equivalent required.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies

per diem; non-union

*This job description is not all-inclusive and is subject to change
by the Board of Selectmen at any time.*