Town of Hooksett Job Description
Recording Clerk
GRADE 2

Date: November 18, 2015

General Position Description: This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to. This part-time position is responsible for clerical duties and typing & posting of minutes for Boards & Committees as determined by Administration with the Board & Committee.

Accountability: Reports to the Town Administrator or designee.

Equipment Used: Computer, typewriter, photocopier, fax, calculator, computer printer, paper punch, paper cutter, stapler and various office equipment necessary for the job.

Environment: Inside: 75% Outside: 25%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

• Attend Board & Committee meeting
• Travel to the municipal building to deliver and pick-up interoffice correspondence and supplies
• Format upcoming meeting minutes from agenda at home office
• Type draft minutes at the meeting
• Record minutes at the meeting
• Prepare unofficial minutes at home office to include attachments from items distributed or signed at the meeting
• Prepare official minutes at home office to include applicable attachments
• Post unofficial and official minutes on the Town's website, hall boards and archives
• Provide clerical support for Board & Committee sub-committees when needed
• Perform other clerical duties as required or as directed by Administration with the Board & Committee Chair for the effective functioning with other departments.

Other Considerations and Requirements:
This position requires good level of spoken and written communication skills.
This position requires attention to organization, process, detail and legal deadlines.
This position requires the ability to read and understand conservation laws in order to assist the Conservation Commission.

Cognitive and Sensory Requirements:
Vision: Necessary for visual operation in all aspects of the position such as office equipment use, reading instructions and documents, handling paperwork, etc.
Hearing: Necessary for listening to instructions, questions, and taking minutes at meetings.
Speaking: Necessary for communicating with employees, residents, and the general public.
Dexterity: Necessary for operating equipment, handwriting, and computer keyboard operations, etc.
Mobility: Needed to walk around the Municipal Building and elsewhere for other duties such as banking, errands, etc.
Recording Clerk

**Physical Requirements:**
- Lift up to 10 pounds: constantly required.
- Lift 11 to 25 pounds: frequently required.
- Lift 26 to 50 pounds: occasionally required.
- Lift over 50 pounds: rarely required. Assistance may be available.
- Carry up to 10 pounds: constantly required.
- Carry 11 to 25 pounds: frequently required.
- Carry 26 to 50 pounds: occasionally required.
- Carry over 50 pounds: rarely required. Assistance may be available.
- Balancing: required.
- Push/pull: regularly required.
- Reach above shoulder height: regularly required.
- Reach at shoulder height: constantly required.
- Reach below shoulder height: frequently required.
- Sit: four consecutive hours.
- Stand: one hour.
- Walk: one hour.
- Twisting: occasionally required.
- Bending: frequently required.
- Crawling: rarely required.
- Squatting: rarely required.
- Kneeling: rarely required.
- Crouching: rarely required.
- Climbing: occasionally required.

**Hand Manipulation:**
- Grasping: constantly required.
- Handling: constantly required.
- Torquing: occasionally required.
- Fingering: frequently required.
- Controls and equipment: telephone, computer hardware, office supplies, office equipment, etc.

**Work Surfaces:** Meeting room area includes workstation with desk, computers, filing cabinets, tables, cupboards, etc. All surfaces are at various heights.

**Summary of Occupational Exposures:** Most work occurs in an office or meeting room area. Some travel in a motor vehicle is required. When in an office or meeting room, may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc.

**Other Training, Skills and Experience Requirements:**
- Minimum of two years secretarial or clerical experience.
- Strong computer skills necessary to process agenda, public hearing notices, minutes, mailers, meeting handouts, etc.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**License/Certification Requirements:**
- NH driver's license.
- High school diploma or GED.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**Schedule:** Meetings are 2-3 hour evenings one to two times per month within Monday through Friday, as determined by Administration with the Board & Committee. Occasionally there will be more meetings per month due to workload or the necessity of an issue. In addition to meetings schedule includes hours of home office tasks.