


JOB DESCRIPTION

Minute Taker

Date of Last Revision September, 2024

 W E S T E R L Y Rhode Island	DEPARTMENT	Planning, Zoning and Building Offices		
	REPORTS TO	Town Planner/Various		
	FLSA STATUS	Non-Exempt; Part-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Town Planner, the Minute Taker is responsible for taking the minutes of various boards and commissions of the Town of Westerly.

ESSENTIAL JOB FUNCTIONS

- Acts as the minute taker for all assigned boards, commissions and meetings.
- Prepares minutes in an approved format to be reviewed and approved before dissemination and posting on websites.
- Performance similar work as required, directed or as the situation dictates.

ADDITIONAL JOB FUNCTIONS

- Attends board and commission meetings, typically at night; however, there may be day meetings involved.
- Working additional hours as needed and/or required.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Working knowledge of Microsoft Office.

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors, and the public.

ABILITY to:

- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instructions.
- Effectively interact and communicate with the general public and fellow employees.
- Manage various computer applications including Microsoft Excel and Word.
- Ability to type 55 WPM on a laptop computer.
- Ability to sit for periods of 3-4 hours at a time.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, Power Point and Excel in addition to other related software.
- Handle confidential material and information in an ethical and professional manner.

- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Work hours beyond the regularly scheduled workday when needed.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Two (2) years of experience taking notes or meeting minutes in an office environment.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *including:*

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS *including:*

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.