

TOWN OF WARREN
JOB DESCRIPTION–SECRETARY
CONSERVATION COMMISSION

DEFINITION: Clerical position providing administrative support for the Conservation Commission and assistance to the public on wetlands related issues. This is a part-time position subject to the personnel by-law.

JOB ENVIRONMENT: Works in the Conservation Commission office located in the Municipal Building. Requires working 7 to 10 hours per week which includes one monthly evening meeting. Operates a computer, calculator, fax machine, photocopier and typewriter.

ESSENTIAL SKILLS:

1. Position requires an organized, self motivated, detail-oriented person with strong communication, computer and interpersonal skills.
2. Ability to communicate effectively on the telephone and in person with the public and accurately convey messages for and to the WCC.
3. Proficient with Microsoft Word, Excel and Outlook as well as online technologies.

ESSENTIAL FUNCTIONS:

1. Answers phone and takes messages for WCC.
2. Communicates with the WCC members, the public and other departments as needed in a professional manner.
3. Schedules & coordinates WCC field visits.
4. Attends one monthly night meeting, takes and prepares minutes.
5. Processes legal notices and documentation as required by state and local regulations.
6. Uses computer to set up and maintain office records, to e-file applications, and to type all correspondence. Maintains the paper and e-filing system for all records and correspondence for the WCC. Keeps all records/files updated and keeps all archived files organized.

QUALIFICATIONS:

Minimum High School Graduate. Prior experience working in an office environment is preferred. Some familiarity with municipal government is desirable, as well as dealing with state regulations. Must enjoy working with people. Must possess good communication skills and maintain a professional appearance and attitude when dealing with Town of Warren employees, WCC Commissioners and the public.

PHYSICAL REQUIREMENTS:

Job is performed in an office with most time spent seated at a desk or computer. Frequently required to move between desk, file cabinets and copier. Some bending, stooping and light lifting may be required.