

SECRETARY/ADMINISTRATIVE ASSISTANT TO MADISON CONSERVATION COMMISSION

Serves as secretary/administrative assistant to the Madison Conservation Commission. Performs a full range of secretarial and administrative support duties.

SUPERVISION RECEIVED

Works under the general supervision of the Chair of the Madison Conservation Commission who assigns duties and reviews work for conformance with required standards. Performs regular duties on own initiative, exercising a high degree of judgment and tact.

SUPERVISION EXERCISED

None

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Receives, sorts, and routes Madison Conservation Commission correspondence to Madison Conservation Commission for their monthly meeting (generally 7pm – 9pm the first Thursday of each month).
2. Responds to incoming telephone inquiries; answers questions pertaining to procedure; determines matters requiring assistance from the conservation commission.
3. Attends Madison Conservation Commission (MCC) monthly evening meetings. Prepares the agenda, information packet and gathers pertinent supporting data. Arranges meetings at the request of the MCC. Records, posts and files the minutes and notices of the meetings.
4. Maintains filing system; maintains reference file of correspondence, memoranda, purchase orders, contracts, and a variety of other materials; indexes and summarizes nature of correspondence; maintains records of materials sent out of office requiring reply.
5. Types form drafts or composes reports, memoranda, and correspondence; assures accuracy of all outgoing material, correcting grammar, style, and format of material as necessary.
6. Tracks the MCC accounts and reports on the balance and activity each month.
7. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Thorough knowledge of secretarial practices and procedures; thorough knowledge of business English, spelling and vocabulary; thorough knowledge of modern office equipment, including computers; some knowledge of general Town operations and organization. General knowledge of the Boards/Committees various duties. Ability to maintain administrative, fiscal, and general records and to prepare reports and answer questions from records; ability to prepare effective correspondence and to perform office management details with limited referral to a supervisor; ability to maintain effective working relationships with high level officials, department heads, co-workers, and the public; ability to deal with public relations problems courteously and tactfully.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent with specialized training in secretarial skills, bookkeeping and office management. One to two years progressively responsible secretarial experience in an office setting a plus; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.