

Clerk/Typist Position Summary

The Clerk/Typist is responsible for generating minutes for official town boards, committees, and groups acting on behalf of the community. The Clerk/Typist reports directly to the Town Manager, Department Head, and/or Committee Chairperson of the specific board for direction. The Transcriptions should type up to 65 words per minute and edit the minutes until they become finalized and accepted.

Understanding Massachusetts Open Meeting Law compliance and other applicable state statutes and local bylaws and regulations regarding meeting minutes is expected.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Clerk/Typist develops written meeting minutes for multiple town groups to file with the Town Clerk to satisfy local governmental requirements.
2. Typically the Clerk/Typist listens to recorded dictations of meetings in order to interpret and transcribe the minutes using MGL Open Meeting Law protocols.
3. Clerk/Typist's shall create meeting minutes from a variety of sources but typically as found in zoom recordings, webinars, tape recorder recordings, and taped recordings of the local closed access television channel and potentially in-person if so directed.

The Clerk/Typist transmits the drafted minutes to the applicable town staff person who works with the subject group in review of the draft documentation. The Clerk/Typist shall undertake the edits (up to final edits) to the draft documentation so they may become approved by the applicable town body and thereafter recorded with the Town Clerk's Work Hours.

In-person night meetings may be required from time to time as directed. Actual dictation may also be necessary if conditions dictate.

Minimum Qualifications

Candidate should be capable of up to 65 WPM typing

Minimum of one year of progressively responsible experience in preparing local government meeting minutes.