

TOWN OF SHIRLEY

JOB DESCRIPTION

POSITION NAME: Conservation Secretary DEPARTMENT: Conservation

JOB SUMMARY

The position of Conservation Secretary performs clerical and some secretarial support services in managing the day-to-day operations of the Conservation Office.

SUPERVISION

- Supervision Received: Works under the supervision of the Conservation Agent.
- Supervision Given: None.

JOB DUTIES AND RESPONSIBILITIES

The position of Conservation Secretary requires a knowledge of department operations, the details of regulatory deadlines and requirements, the ability to work with numerous interruptions, and the ability to follow through on important functions of the office. Makes regular contact with other departments, representatives of outside organizations, and the general public, requiring good interpersonal skills, courtesy, and patience.

Specific Job Duties:

- Answer telephone, keep phone log
- Process incoming mail, code as necessary
- Prepare outgoing mail, keep mail log, go to Post Office
- Provide general assistance to the public in person and over the telephone; respond to simple information requests (e.g., wetland forms, filing requirements, meeting dates, file information)
- Process wetland filings, which includes: dating and coding all materials, inputting information into database, preparing card files, maintaining paper files, publishing legal ads, typing permits, doing mailings
- Keep meeting agendas and meeting materials current, send meeting information to Commission members as requested
- Type permits, meeting minutes from tape of meeting and/or notes from meeting, correspondence
- File permits and filings, meeting materials, correspondence, open space materials, reference files, dead files, vault files
- Clear filing backlog
- Keep office organized

- Maintain and keep current: email, conservation database, spreadsheets, computer files, index card files, paper files, library, rolodex
- Keep current: Commission information list, email contact listing, filing forms (in files), annual report summary, database summaries, other summaries (determinations, consent agreements, conservation restrictions, vernal pools, open space parcels, etc.)
- Input data for Longley Acres records, including spreadsheets (monies, hay, books, etc.), address lists, computer files, paper files
- Post relevant material (Agendas, Minutes, News & Announcements, etc. on Conservation Commissions website

KNOWLEDGE, SKILLS, AND ABILITIES

Good word processing, spreadsheet, and database skills
Familiarity with the internet, email, and Microsoft Word, Excel, Access
Knowledge of office procedures
General office experience
Good organizational skills
Attention to detail
Ability to operate various types of office equipment
Ability to communicate effectively
Ability to deal with applicants and the public

EDUCATION, TRAINING, AND EXPERIENCE REQUIRED.

High school diploma or GED plus three years of office experience or any equivalent combination of education and experience.

Also see the specifics listed under “Knowledge, Skills, and Abilities.”

Requires possession of Massachusetts motor vehicle license.

WORK ENVIRONMENT

The position of Conservation Secretary is a part-time position, currently budgeted for 6 hours per week. Must be in office during posted office hours, but not required to attend evening meetings. Work is generally performed under typical office conditions in an open-office space shared with two other departments.

Conservation Secretary operates an automobile (to Post Office, to copy center, to Commissioners' houses to drop off information and get signatures); computer; copier; facsimile machine; postage meter; calculator; and other standard office equipment.

PHYSICAL REQUIREMENTS

The physical demands for the position of Conservation Secretary 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. The Conservation Secretary may lift/move objects weighing up to 10 pounds as well as files and books and types on a keyboard, periodically for extended periods of time.

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery; and traverse stairs. The employee must occasionally lift and/or move objects weighing up to 15 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

OTHER FUNCTIONS AND RESPONSIBILITIES

None.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Qualified individuals should send cover letter, resume, and at least two references to: Michael Fleming, Shirley Conservation Commission, 7 Keady Way, Shirley, MA 01464 or email mfleming@shirley-ma.gov.