

## Secretary I

The Town of New Milford is seeking qualified candidates for a full time Secretary I position, 30 hrs. per week. Responsibilities include a wide range of secretarial and receptionist work for the Parks and Recreation Department. See below for full job description.

Applications and Resumes should be mailed to: Greg Bollaro, Personnel Director, 10 Main Street, New Milford, CT 06776. EOE. **Closing date is May 31, 2019.**

## Town of New Milford

<b>JOB CLASSIFICATION DESCRIPTION</b>
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### Parks and Recreation Department

**Job Title:** Secretary 1

**AFSCME GRADE 6** 30hrs p/w

**Job Summary:** The Secretary 1 within the Parks and Recreation Department performs a wide range of secretarial and receptionist work for the Parks and Recreation Department.

**Supervision Received:** Supervised by the Director and Assistant Director of Parks and Recreation.

### **Essential Job Functions:**

- Types correspondence, press releases, reports, and forms.
- Sorts, files and collates materials.
- Places orders for office supplies and maintains inventory.
- Handles program registration and collects fees; prepares collection reports as required.
- Administers revenue amounting to approximately \$600,000 annually end of year fiscal bookkeeping (i.e. programs, boat slips, camps, programs, et al).
- Keeps record and maintains files.
- Operates standard office equipment
- Performs other duties as requested.

### **Knowledge, Skills and Ability:**

- Knowledge of standard office procedures and equipment, including current computer and associated software.
- Ability to effectively work with Town Officials, employees and the public in a professional, effective and courteous manner both in person and over the phone.
- Ability to handle confidential matters.
- Ability to sit at a desk or stand and work continuously for extended periods of time while performing job functions.
- Ability to carry and lift documents and office equipment weighing up to 20 pounds.

### **Education, Training And Experience:**

H.S. Diploma or equivalent and some secretarial or clerical experience. Experience working with the public or working in an office setting desired.

(This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.)

The Town of New Milford is an Equal Opportunity Employer.

Approved by Town Council – 6/14/1999

Updated May 2004

**Working Conditions, Physical and Mental Requirements:** Works in an office setting that is subject to frequent interruptions and substantial contact with the public. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an “X” in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands</b>					Depth Perception			X					
Standing			X		Color Distinction			X					
Walking			X		Peripheral Vision			X					
Sitting			X		Driving			X					
Lifting			X		<b>Physical Strength:</b>								
Carrying			X		Little Physical Effort (-10 lbs.)			X					
Pushing		X			Light Work (-20 lbs.)		X						
Pulling		X			Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)	X							
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			<b>Environmental Conditions:</b>								
Kneeling		X			Cold (50 degrees F or less)	X							
Crouching		X			Heat (90 degrees F or more)	X							
Crawling		X			Temperature Changes		X						
Reaching			X		Wetness		X						
Handling			X		Humidity		X						
Grasping			X		Extreme Noise or Vibration		X						
Twisting			X		Exposure to Chemicals	X							
Feeling			X		Exposure to Gases and Fumes	X							
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to Bodily Fluids	X							
Repetitive Motion			X		Exposure to Dampness	X							
Hand/Eye/Foot Coordination			X		Confinement to a Small/Restricting Area	X							
Visual Acuity/Near			X		Mechanical Hazards	X							
Visual Acuity/Far			X		Physical Danger	X							

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.