



Town of New Milford Personnel Department

10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031

JOB CLASSIFICATION DESCRIPTION

Job Title: Land Use Recording Secretary

Department: Land Use Department

Job Summary: Attend monthly/bi-monthly Land Use Commission or Board meetings, record the discussion and prepare written motions and minutes within statutory timeframes. Motions are the written decisions of the Commission or Board and must be completed within 2 business days of the meeting. Minutes are a written synopsis of what was discussed at a meeting and must be completed within 7 calendar days. Land Use meetings are held in the evening and require in person attendance by the Recording Secretary.

Supervision Received: Reports to the Department Head or his/her designee

Essential Duties:

- Attend, record and take notes at Commission or Board meetings.
- Prepare written motions and minutes of the meeting within the statutory timeframe.
- Forward motions and minutes to appropriate Staff for filing within statutory timeframe.
- Occasional verbatim transcripts may be required.

Knowledge, Skills and Abilities:

- Ability to understand basic land use practices and related technical terms and accurately create a narrative summary of the discussion.
- Strong written communication skills.
- Ability to attend night meetings as required.
- Ability to meet deadlines in consideration of statutory timeframes.

Education, Training and Experience:

- Minimum High School diploma or equivalent.
- Computer literacy with Windows run programs, e-mail, and the Internet.
- Prior experience preferred.

The Town of New Milford is an Equal Opportunity Employer.

Last Revised: 3-7-2024