



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: Secretary II
Department: Parks and Recreation

Salary Group: Non-Exempt
NUTMEG Union Grade 7
40hrs/wk for 18 wks.
30hrs/wk for 36wks.

Job Summary: The Secretary II within the Parks and Recreation Department Performs a wide range of record keeping, secretarial and clerical duties for Parks and Recreation Department which includes all park programs and park maintenance functions.

Supervision Received: Supervised by the Director of Parks and Recreation, and Director of Programs and Events.

Essential Job Functions:

- Acts as receptionist, answering phones, meeting public as representative of department and referring citizens' complaints and suggestions to proper member of staff.
- Types letters, schedules reports, notices and forms.
- Creates policy books for Lynn Deming and other parks/programs as requested.
- Assists with agendas for Parks and Recreation meetings, distributing copies to commission members and other staff as assigned.
- Sorts and files materials; makes copies and collates.
- Prepares league packets for all department sports programs.
- Handles recreation program registration and collects fees.
- Assists professional staff with assigning teams.
- Records annual boat mooring registrations, verifying residency and state boat registrations.
- Records financial transactions of department, reporting relationship of fees collected to cost of programs and preparing related reports.
- Schedules use of town parks, checking for residency and certificate of insurance.
- Keeps records on trips, ensuring adult supervision in present for youth groups and issuing credits when applicable.
- Records game reports, gives notification of make-up games.
- Maintains personnel records for temporary summer employees.
- Balances and prepares deposit of daily revenues, delivering deposits to bank.
- Create and maintain spreadsheets and databases to track revenues and expenses.
- Keeps inventory and places orders for office and program supplies.
- Maintains accounts payable records, checking record against Comptroller's figures.
- Handles program registration and collects fees; prepares invoices, and 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 that are necessary and appropriate as required.

Knowledge, Skills and Ability:

- Demonstrated ability to use standard office procedures and equipment, including current computer and associated software.
- Demonstrated 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.
- Demonstrated ability to handle confidential matters.

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.

Veterans preferred

(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.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands					Depth Perception			X	
Standing			X		Color Distinction			X	
Walking			X		Peripheral Vision			X	
Sitting			X		Driving			X	
Lifting			X		Physical Strength:				
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			Environmental Conditions:				
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.