



## TOWN OF KENT JOB DESCRIPTION

**POSITION:** Clerk to the Board of Finance

**RATE:** part-time, per meeting flat rate as approved in annual budget

### **PURPOSE OF JOB CLASS (NATURE OF WORK):**

This class is accountable for independently performing administrative tasks in support of the Board of Finance's work.

### **SUPERVISION RECEIVED:**

Works under the direct supervision of the Chair of the Board of Finance.

### **HOURS OF WORK:**

This Job Classification is a part-time position. General work hours correspond with Board of Finance meetings, and may vary.

### **EXAMPLES OF DUTIES:**

- Prepares agendas and meeting materials as needed for Regular and Special Board of Finance meetings with the materials provided by the chair.
- Files agendas and minutes with the Town Clerk's Office, in accordance with Connecticut General Statutes, and distributes to Board of Finance membership.
- Attends all regular and special meetings.
- Prepares annual meeting calendar for the Board of Finance to approve and files with the Town Clerk's Office in accordance with Connecticut General Statutes.
- Assists the Board of Finance in the compilation and publication of the Annual Town Report. This is to include collection of submitted reports, organization, production and distribution.
- Performs other duties as assigned by the Chairman.

### **KNOWLEDGE, SKILL AND ABILITY:**

- Trained or ability to be trained in tasks and procedures related to statutes, ordinances and principles to be followed by the Board of Finance.
- Strict confidentiality in performing duties.
- High level of honesty, trustworthiness and respectfulness.
- Flexibility and a strong work ethic.
- Strong computer skills.

### **MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:**

- Strong working knowledge of Microsoft and Google Suite products.
- Basic working knowledge of Adobe Acrobat DC.

### **MINIMUM QUALIFICATIONS – SUBSTITUTIONS ALLOWED**

n/a

### **SPECIAL REQUIREMENTS:**

n/a



## TOWN OF KENT JOB DESCRIPTION

### WORKING CONDITIONS:

- Office environment
- Repetitive motion (use of computer mouse and keyboard)
- Periodic need to carry boxes (no more than 50 lbs.), move tables and chairs, hang signs and other similar tasks that involve bending or reaching above one's head.
- May require standing for prolonged periods to do filing or sitting prolonged periods for computer work.