

## Town of Milford Personnel Board

Position: Clerk, Personnel Board

Salary: \$ 4,961.00 annually

Probationary Period: 90 days

### **Job Description**

Under the general supervision of the Chairman of the Personnel Board

- Attend all regular and special meetings including executive sessions of the Personnel Board. ( a minimum of 12 meetings per year)
- Record discussions, information and data brought before the meeting.
- Accurately record votes, conveyed opinions and decisions made by the Board in accordance to generally accepted practices of Roberts Rules of Order.
- Transcribes minutes of all meetings and provides an electronic copy to the Chair in a reasonable time frame.
- Performs all other related clerical duties required.

### **Supervision**

Works under the general supervision of the Personnel Board carrying out basic assignments independently with specific instruction. Chair will provide guidance on format, standard practice, and procedure as needed.

### **Qualifications**

- Ability to clarify and resolve problems efficiently. Ability to establish and maintain effective working relationships with superiors, associates and general public.
- High school education, familiar with word processing. Experience with working with board or committees desired.

**Closing Date**    **12-31-17 by 5pm**

**Mail or email resume and cover letter to  
Personnel Board Chair – Town Hall  
52 Main Street, Milford, MA 01757**

**email [carfang@aol.com](mailto:carfang@aol.com)**