

**TOWN OF MILFORD  
MILFORD YOUTH COMMISSION AD-HOC CLERK  
JOB POSTING**

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**Position: Ad-Hoc Clerk**

**Salary: \$2,050 Annual Stipend**

**Reports to: Milford Youth Commission**

**Introductory Period: 90 days**

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**General Duties:**

The Ad-Hoc Clerk for the Milford Youth Commission is responsible for performing all duties related to the preparation, record-keeping and dissemination of information associated with regular and special meetings including executive sessions held by the Commission members.

Under the general supervision of the Milford Youth Commission Chair, responsibilities will include, but not limited to:

- Attend all regular and special meetings including executive sessions of the Milford Youth Commission ( a minimum of 12 meetings per year).
- Keep an accurate record of proceedings discussions, information and data brought before the meeting.
- Accurately record votes, conveyed opinions and decisions made by the Commission in accordance to generally accepted practices of Roberts Rules of Order.
- Transcribe the minutes of all meetings and provide 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 Milford Youth Commission carrying out basic assignments independently with specific instruction. Chair will provide guidance on format, standard practice, and procedure as needed.

**Recommended Minimum Qualifications:**

- High School diploma or GED, with a familiarity in using word processing software. Experience working with public board\committees, or working knowledge of municipal government is desired.
- Ability to understand and summarize detailed information efficiently and establish and maintain effective working relationships with superiors, associates, and the general public.

Resumes and letters of interest can be e-mailed to [ssousa@milfordpolice.org](mailto:ssousa@milfordpolice.org) or mailed to the Milford Youth Commission, 24 Peral Street., Milford, MA 01757. Please mark the envelope **Attention: Milford Youth Commission Chair, Steve Sousa.**

Applications will be accepted through February 4th, 2022, by 5 PM.

Town of Milford is an EO/AA employer.