



NOW HIRING

Recording Secretary Boards & Commissions

DESCRIPTION:

Under general direction, acts as a part-time recording secretary to Village Boards and Commissions. In that capacity, performs a wide variety of duties related to the recording, preparation, transcription, and maintenance of accurate meeting records and documents. Position keeps a comprehensive log of items discussed and debated during public meetings and/or workshops. These records, also known as minutes, may cover what was accomplished, said, or decided at the meeting. Position notes the members who are present, records group decision, vote tally, and writes down actions in the order that they occurred. Position makes formal reports and copies of the minutes for distribution; and answers questions and provides information to Village officials, staff, and the public at the meetings.

ESSENTIAL FUNCTIONS:

- Attend a variety of Board and Commission meetings and hearings; prepares official meeting minutes by accurately transcribing and distributing minutes and related information to Village officials and staff.
- Compose, type and proofread meeting minutes; types from recording or verbal instruction.
- Maintains a well-organized filing and document retrieval system; indexes all meeting notes from files to computer system; photocopies documents; ensures accurate filing procedures.
- Prepares and distributes draft and final minutes within established deadlines and in accordance with the Open Meetings Act.
- Communicates via e-mail, telephone, and in person with a variety of Village officials, staff, and the public.
- Records meeting attendance.
- Secures and maintains recording equipment.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

- Qualified candidates must possess a high school diploma or equivalent; BA/BS degree is preferred.
- Thorough knowledge of business English, spelling, grammar, and punctuation.
- Thorough knowledge of professional office practices and procedures.
- Ability to compose accurate letters and memoranda independently.
- Excellent verbal and written communication skills, including the ability to communicate with tact and professionalism.
- Must be detail oriented and highly organized; ideal candidates are self-starters with the ability to work independently and with minimal direction or supervision.
- Excellent typing skills, the ability to effectively operate customary office equipment, including computers and related software, such as Microsoft Office (e.g. Word, Excel, and PowerPoint) and Windows-based programs; previous experience with an electronic records management/archival system is a plus.
- The ideal candidate will be willing to pick up additional monthly meetings, when necessary and available.

Meeting Schedule: There are two regular monthly meetings that are available to qualified candidates. One time slot is every 2nd & 4th Tuesday of the month at 7:00 pm, and the other is every 2nd and 4th Thursday of the month at 7:00 pm. There are also periodic opportunities to pick up additional meetings on other Commissions to fill in during an absence.

SALARY/BENEFITS:

The pay offered for this part-time position is a flat \$100.00 for first two hours of a meeting, and \$35.00 for each additional hour, paid in 15-minute increments.

HOW TO APPLY:

1. Interested candidates should submit a resume and cover letter to vgeresume@glenellyninfo.org. Hard copies (faxed, mailed, or hand-delivered) of resumes will be declined.
2. Applicants must indicate **(Job ID: #11-18 - Recording Secretary)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and post offer medical physical with a drug screening.
4. The position is open until filled; however, **first review of resumes will begin immediately.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

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