

**Town of Truro**  
**Job Description**  
**Office Assistant 1/"Recording" Sec.**  
**(formerly Board and Committees Sec)**

**Title:** Office Assistant 1/Clerk  
**Classification Grade:** Grade 7  
**Reports To:** Board Chair

**Salary Basis (Hourly):**

fy16	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	\$18.51	\$19.18	\$19.84	\$20.46	\$21.13	\$21.78

No pre-determined schedule. Records minutes of Board meeting approximately 2 times per month, in the evening.

**Specific Duties:**

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Attends and takes Minutes of Board Meeting or through the use of the recorded meeting CD.
2. Types and distributes final draft copy of minutes within a week of the meeting including distributing signed and approved copy to the Town Clerk.

Should have access to personal computer to process final copy of Minutes.

3/16 rates