

**TOWN OF WINDSOR LOCKS**  
**Department of Human Resources**  
**External Posting**

**POST IMMEDIATELY**

**Date: 2/23/2021**

**Closing date 3/10/2021**

**Opening for: Board of Finance Recording Secretary** Part-time, non-benefited/non-pension position

**Location:**

Town of Windsor Locks Town Hall  
50 Church Street, Windsor Locks, CT 06096

\*Remote meetings as advised by Chairman and Director of Finance

**Hours:** Meetings are currently held on the second & fourth Tuesday of the Month at 6:30 p.m.  
Special Meetings are scheduled on occasion and more frequent during budget season. Location may be at Town Hall or via teleconference / Zoom.

**Rate: \$416.52 per month no additional pay for special meetings**

Recording Secretary Position involves:

Recording and transcribing minutes of regularly scheduled and special meetings in adherence to Freedom of Information Act (FOIA) requirements.

Electronic typing, filing, website posting and email distribution of agendas and materials based on previous meeting actions and input provided by staff/Commission Chairman.

Filing agendas and minutes with the Town Clerk in adherence to Freedom of Information Act (FOIA) requirements.

Posting agendas, minutes and special notices to the Town of Windsor Locks website.

Candidate must be somewhat flexible on date and time of meetings.

Coordinating, by phone and/or email, a meeting date and time with board members to provide meeting reminders in order to achieve a quorum.

Typing and sending legal notices and results of meetings to local newspapers in adherence to Freedom of Information Act (FOIA) requirements and Connecticut General Statutes as may be amended from time to time.

Maintain records of meeting materials.

Regular use of phone, computer, email, copier, digital recording equipment and similar technology.

Responsible for compiling all information for yearly annual report and coordination with Departments and provide to print vendor.

\*Director of Finance and Chairmen of BOF may redirect duties depending on need. Above is not all inclusive. Flexibility pertaining to schedule/ duties required.

\*\*Generally from Feb 1st through May (until budget adoption) board is scheduled to meet every Tuesday and Wednesday.

\*\*summer months board meets generally once per month, (subject to change, depending on needs)

The above will be conducted in consultation with the Chairman of the Commission and the delegated Town Hall Staff Member / Department Director.

\*this posting does not constitute all duties, its serves as summary, a job description available per request to HR

Please send resume and cover letter to: HR Director, 50 Church Street, Windsor Locks, CT 06096, or e-mail [swalker@wlocks.com](mailto:swalker@wlocks.com) EOE/AA

Closing date 3/10/2021