

**TOWN OF HULL**  
Job Description  
Clerical II (part-time)

**Reporting & Supervision:**

01. Report and account to Hull Town Chairperson.
02. Establish cooperative working relationship with:
  - a. Hull Town Board
  - b. Town Clerk
  - c. Town Secretary/Deputy Clerk
  - d. Town Treasurer
  - e. Plan Commission, Park's Commission, Roads Committee, Water Committee, other Town committees, subcommittees and task forces as needed
03. Follow policies and procedures as directed by the Town of Hull Board of Supervisors.

**Basic Tasks:**

01. Record minutes of the Hull Plan Commission, Park's Commission, Roads Committee, Water Committee or other groups as needed, either by tape recorder and/or by taking written notes.
02. Transcribe minutes on Town of Hull computer.
03. Upon completion of transcription and review by Hull Chairperson, make copies for members of commissions/committees and others on mailing list. Prepare labels for mailing. Final posting by U.S. Mail to be done by Hull full-time staff.
04. File original minutes and accompanying documents in official file.
05. Maintain records of commissions, committees and other assigned groups activities including but not limited to appointment of members and term of office.
06. Water data management and organization for Town of Hull.
07. Clerical II position may be required to assist in other clerical tasks.
08. Weekly hours will fluctuate depending on the workload but averaging 16 – 20 hours per week. A regular weekly work schedule will be established by Hull Board/Chairperson.
09. Ability to get along with the Hull Staff, Town Board and general public.
10. Perform other duties as assigned.
11. Do not take, give to others or use Town of Hull property, facilities, equipment, materials or supplies for personal use or for non-Town of Hull public use or purposes without the express approval of the Town of Hull Board of Supervisors.

**Qualifications:**

01. History of related and proven job experience.
02. High School Graduate, prefer computer experience with Word and Excel.
03. Ability to communicate effectively, both oral and written, with Hull Town Board, Hull Town Staff, Hull Commissions/Committees, Hull citizens and general public.

Adopted by the Hull Town Board of Supervisors this 13<sup>th</sup> day of January, 2020.

1/16/2020