

The Town of New Milford is hiring! New Milford's Park and Recreation Department is currently accepting applications for Secretary 1. This position will work directly with the public assisting with program registration, park reservations, and resident inquiries. The role also will assist the Director of Programs and Events in event creation, attendance, and recording. This is a dynamic clerical role that also creates, and distributes correspondence. Qualified and interested applicants should submit a cover letter, resume, and completed Town of New Milford employment application to the Personnel Department, Personnel@newmilford.org or mailed to 10 Main Street, New Milford, CT. 06776

Town of New Milford

JOB CLASSIFICATION DESCRIPTION

Parks and Recreation Department

Job Title: Secretary 1

AFSCME GRADE 6

30 hours per week September-April (34 weeks); 40 hours per week May-August (18 weeks)

Job Summary: The Secretary 1 within the Parks and Recreation Department performs a wide range of secretarial and receptionist work for the Parks and Recreation Department.

Supervision Received: Supervised by the Director and Director of Recreational Programs and Events.

Essential Job Functions:

- Types correspondence, email blasts, reports, notices and forms.
- Answer phones calls, emails, and in-person inquiries.
- Assist customers in reserving town parks.
- Assists with Department programs and events.
- Sorts and files documents and materials.
- Handles program registration and collects fees; prepares collection reports as required.
- Records financial transactions of department, reporting relationship of fees collected to cost of programs and preparing related reports.
- Records department payroll and tracks hours for OSHA report.
- Balances and prepares deposit of daily revenues, records daily records, delivering deposits to bank daily.
- Administers revenue annually for the end of year fiscal bookkeeping (i.e. programs, donations, boat slips, camps, programs, park fees etc.).
- Keeps record and maintains files.
- Performs other duties as requested that are necessary and appropriate.

Knowledge, Skills and Ability:

- Knowledge of standard office procedures and equipment, including current computer and associated software.
- Ability to effectively work with Town Officials, employees and the public in a professional, effective and courteous manner both in person and over the phone.
- Ability to handle confidential matters.
- Ability to sit at a desk or stand and work continuously for extended periods of time while performing job functions.
- Ability to work in an office environment with consistent interruptions.

Education, Training, and Experience:

High School Diploma or equivalent and some accounting, secretarial or clerical experience.
Experience working with the public or working in an office setting desired.

Working Conditions, Physical and Mental Requirements: Works in an office setting that is subject to frequent interruptions and substantial contact with the public. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands					Depth Perception			X	
Standing			X		Color Distinction			X	
Walking			X		Peripheral Vision			X	
Sitting			X		Driving			X	
Lifting			X		Physical Strength:				
Carrying			X		Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions:				
Kneeling		X			Cold (50 degrees F or less)	X			
Crouching		X			Heat (90 degrees F or more)	X			
Crawling		X			Temperature Changes		X		
Reaching			X		Wetness		X		
Handling			X		Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes	X			
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to Bodily Fluids	X			
Repetitive Motion			X		Exposure to Dampness	X			
Hand/Eye/Foot Coordination			X		Confinement to a Small/Restricting Area	X			
Visual Acuity/Near			X		Mechanical Hazards	X			
Visual Acuity/Far			X		Physical Danger	X			

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Approved by Town Council – June 1999

Updated May 2004

Updated September 2021