

Job Description: Town Council Recording Secretary**Position Title: Recording Secretary****Department: Town Council /HURC****Reports To: Town Council President and/or HURC President****Employment Type: Part-Time****Position Summary:**

The Recording Secretary serves as the official recorder for the Town Council/HURC and is responsible for accurately documenting council meetings as official records and providing administrative support to ensure compliance with municipal policies, state laws, and public record requirements. This position requires professionalism, attention to detail, discretion, and strong organizational skills.

Essential Duties and Responsibilities:

- Attend all regular, special, and executive session Town Council/HURC meetings as required
- Record accurate and complete memorandum of Town Council/HURC meetings, hearings, workshops, and other official meetings
- Prepare, review, edit, and submit memorandum to the Clerk-Treasure's office in a timely manner so that the office can prepare/post meeting agenda
- Ensure compliance with public meeting record retention laws as defined by the Indiana Public Access Councilor
- Maintain confidentiality of sensitive information and executive session matters
- Prepare official correspondence as directed by the Town Council
- Duties do not include creating the agenda for Town Council/HURC meetings

Required Qualifications:

- High school diploma or equivalent (Associate's degree preferred)
- Previous clerical, secretarial, or municipal government experience preferred
- Excellent written and verbal communication skills
- Strong grammar, proofreading, and transcription abilities
- Proficiency in Google Suits and digital recordkeeping systems
- Ability to accurately summarize discussions and decisions for official records
- Strong organizational skills and attention to detail
- Ability to maintain confidentiality and exercise sound judgment
- Ability to attend evening meetings and occasional special sessions

Preferred Qualifications:

- Experience with municipal government procedures and public meeting laws
- Knowledge of parliamentary procedure (Robert's Rules of Order)
- Experience with audio recording and transcription software
- Familiarity with public records retention requirements

Work Schedule:

Attendance at evening Town Council/HURC meetings and special meetings as scheduled as well as discretionary time necessary to submit minutes/agenda to the Hebron Clerk-Treasurer.

Compensation:

Compensation is based on qualifications and experience and will be established by the Town Council/HURC in accordance with the municipal salary ordinance.

Equal Opportunity Statement:

The Town of Hebron is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, age, national origin, disability, or any other protected status under applicable law.
