

# **TOWN & VILLAGE OF LUDLOW, VT PLANNING COMMISSION RECORDING SECRETARY**

The Town of Ludlow Planning Commission has an opening for the position of Recording Secretary for their meetings. This is a part-time position working 1-2 hours per month under the general direction of the Municipal Manager.

Principal duties include attending monthly Planning Commission meetings, taking notes, recording the meeting, preparing meeting minutes and forwarding minutes to Municipal Office for posting. Candidate will be able to work independently. The successful candidate will have typing skills, some computer knowledge, and the ability to work well with others in a meeting environment. This position pays a stipend of \$126.00 per attended meeting

Interested candidates should submit a Town employment application available at the Ludlow Town Office, 37 Depot Street, Ludlow, VT 05149 or online at [www.ludlow.vt.us](http://www.ludlow.vt.us) and send to [tmanager@tds.net](mailto:tmanager@tds.net). Applications will be accepted until position is filled. The Town & Village of Ludlow is an equal opportunity employer.