

The Town of Charlestown NH is in need of a Recording Secretary for the Selectboard

The Board meets every Wednesday in the evening with an occasional extra meeting.

This is a part-time position to attend and take minutes of all Selectboard meetings, as well as workshops and produces and delivers meeting minutes within legal time frames. Knowledge of how to take and prepare minutes and the ability to attend weekly meetings each week required. Accuracy is very important. Minutes must be completed within 5 days of the meeting.

Applicants must possess a High School Diploma or GED and strong typing/keyboarding and note taking or shorthand skills. Experience with municipal record keeping preferred, but not required.

Job Type: Part-time

Hours per week: Less than 10

Interested candidates should submit a cover letter, resume & completed application to:

Charlestown Town Office

Human Resources Department

PO Box 385

Charlestown NH 03603

An application may be found at www.charlestown-nh.gov or at the Town Office 233 Main St., Charlestown NH, 03603