

TOWN OF CHARLESTOWN RECORDING SECRETARY

The Town of Charlestown is seeking an individual to be the Recording Secretary for the Selectboard. The Board meets every Wednesday night anywhere from 5:00 to possibly 9:30 p.m.

This part-time position is to attend and take minutes of all Selectboard meetings/workshops and produce and deliver meeting minutes within legal time frames.

Knowledge of how to take and prepare minutes and the ability to attend weekly meetings each month 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

Rate of pay per meeting: \$100.00 (this would include your time at the meeting and producing and delivering the minutes)

Interested candidates should submit a cover letter, resume & completed application to Ddezan@charlestown-nh.gov.