

## **Town of New Salem**

### **Open Job Position-Recording Secretary for Selectboard Meetings**

The Town of New Salem is seeking a part-time minute taker to take meeting minutes at Selectboard meetings. The Selectboard meets on alternate Monday evenings (Tuesdays if there is a Monday holiday). Meetings typically last 90 minutes-2 hours. Attendance at all meetings is required. Minutes must be provided to the Town Coordinator within seven days after the close of the meeting. The position pays \$16.25 per hour.

The qualified candidate will have a minimum of a High School diploma or GED equivalency and should have working knowledge of general office practices and minute taking in accordance with MA Open Meeting Law; proficiency in computer use; dependable and able to manage tasks in a timely manner; work independently and learn municipal terminology used in meetings for inclusion within meeting minutes. Must have good English grammar, spelling and writing skills to take meeting minutes. Prior experience in minute taking preferred.

Responsibilities and duties for this position include:

- Attend Selectboard meetings whether the board is meeting in person or remotely.
- Timely prepares meeting minutes in the prescribed format and accurate basis.
- Types and submits comprehensive minutes, where accuracy for spelling, grammar, punctuation and format are important.

Interested parties should apply by cover letter and resume to: town Coordinator, 19 S. Main St., New Salem, MA 01355 or email to: [newsalemwendell@gmail.com](mailto:newsalemwendell@gmail.com)