

## PART-TIME POSITION AVAILABLE

### **ZBA RECORDING SECRETARY**

Part-Time Recording Secretary (2-10 hr./ month). Must be available for evening (7pm) meetings usually held on the third Thursday of the month. Prepares board or commission meeting agendas; keeps records; attends meetings; takes and transcribes minutes; takes testimony at hearings; maintains calendar of meetings; prepares mailings for hearings and other correspondence related to functions of the board; may receive, record and transmit application fees and process departmental payments; interacts with other town departments in carrying out administrative and clerical duties related to the operation of the board or commission. Must have a High School diploma or equivalent, minimum of one (1) year related work experience in an office environment; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Application and job description available on town website at [www.westminster-ma.gov](http://www.westminster-ma.gov) under Human Resources or email [jbelleveau@westminster-ma.gov](mailto:jbelleveau@westminster-ma.gov) (978-874-7404). Starting pay: \$12.71-14.07/hr. Applications due September 26, 2016. EOE.