

Town of Plaistow  
145 Main Street  
Plaistow NH 03865

## **Recording Secretary**

The Town of Plaistow is seeking a qualified individual to fill the position of Recording Secretary to take minutes and various Board meetings each month. The Budget Committee meets each Tuesday during budget season, the Planning Board every other Wednesday and Zoning Board every other Thursday. The Minute Taker will summarize and compile notes from the meetings and prepare draft minutes in electronic format within 5 business days after the meeting. Draft meeting minutes must then be emailed to the appropriate Board with a prescribed deadline.

This position is regularly scheduled according to an annual meeting calendar. Meeting times are generally 6:30pm until approximately 9:00pm. Recording Secretary must record and later compose official meeting minutes for the land use boards (including Planning Board, Zoning Board of Adjustment) and budget committee.

Applicants should have excellent computer skills, be detail oriented and have strong communication skills.

Minutes must include any specific actions or votes taken by the Boards and any action items to be performed, including the person responsible for the action item(s). These action items must be disseminated soon after the meeting's conclusion. Minutes must be accurate and thorough and may be subpoenaed by a court of law.

Applications will be reviewed until the position is filled. Wages commensurate with experience and will be between \$20-\$25 per hour.

Submit cover letter and resume to Human Resource Department, Town of Plaistow, 145 Main Street, Plaistow, NH 03865 or email it to [lsadewicz@plaistow.com](mailto:lsadewicz@plaistow.com).