

Promotional ☐
Open ☒

Please Post
8/27/19

NOTICE OF VACANCY

DEPARTMENT: Planning and Development

JOB CLASSIFICATION: Part Time Recording Secretary

SALARY RANGE: \$16.89/hour

HOURS: 5-10 hours per week including 3 night meetings/month (Planning Board is the second and fourth Tuesday of each month and Conservation Commission is the first Wednesday of the month)

BENEFITS: None

Subject to: One Year Probationary Period

TOWN OF HOLDEN
Position Description
FLSA: Non-Exempt

Position Title: **Part-Time Recording Secretary 3006**

Reports To: **Director**

Date: **August 2019**

GENERAL SUMMARY:

The Department of Planning and Development is responsible for the operation of boards and commissions which regulate various land use activities and permits, including the Planning Board, Conservation Commission, and Master Plan Committee as needed.

ESSENTIAL JOB FUNCTIONS*:

- The recording secretary assists staff by helping with the preparation of meeting materials, meeting packets and public notifications for various Boards and Commissions.
- The recording secretary will attend evening meetings to take minutes, and prepare draft copies of the minutes for approval by the board at its next meeting.
- Some work may be done from home with limited time spent in the office.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Typing and computer experience required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

APPLICATIONS AVAILABLE: OFFICE OF TOWN MANAGER, STARBARD BUILDING, 1204 MAIN STREET, HOLDEN MA 01520

CLOSING DATE FOR APPLICATIONS: Till filed

FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE
STARBARD BUILDING, HOLDEN MA 01520 (508) 829-0225
EQUAL OPPORTUNITY EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED