

HELP WANTED

TOWN OF GREAT BARRINGTON

RECORDING SECRETARY

The Town of Great Barrington has an opening for a part-time Recording Secretary for the Selectboard, Zoning Board of Appeals and Finance Committee. The Selectboard meets in the evenings every other Monday and occasionally other evenings. The Zoning Board and Finance Committee meet at the call of the Chairs, typically on weekday in the evening. This position is responsible for attending all meetings, recording and transcribing minutes, which may be done from home, and other assignments related to recording and tracking requests and actions of the Boards / Committees. Secretary will be responsible for organizing and filing all documents with the Town Clerk, posting agendas and preparing agenda packets, if needed. The Secretary will be responsible for submitting the minutes for the Boards/Committees approval within two weeks from the meeting.

The applicant must have top skills in note taking and proofreading. An interest in local government, policy and law is a plus. Position is hourly and will range from 10 to 19 hours per week. Compensation is at \$ 16.00 per hour and does not include benefits. Send letter of interest with qualifications to Jennifer Tabakin, Town Manager, 334 Main Street, Great Barrington, MA 01230 or email hkuziemko@townofgb.org.

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