

Job Posting Selectboard Minute Taker

The Minute Taker is responsible for providing secretarial/administrative support to the Town Manager in the form of taking minutes during Selectboard meetings. This is a part-time, hourly position at a wage rate of \$15.00 per hour. Benefits are not offered as part of this position. The position reports directly to the Town Manager.

Duties:

1. Attend, record, and transcribe minutes of the Selectboard's meetings (regular, special, and emergency).
2. Format, edit, and e-mail (in a Word format) minutes to the Town Manager in a timely fashion that meets the statutory requirements of Vermont's Open Meeting Law.
3. Carry out other collaboration with the Town Manager, Office Assistant, and Selectboard Clerk pertaining to minute taking, as necessary.

Skills:

1. Familiarity with Microsoft Office Suite.
2. Excellent transcription, writing, and processing skills.
3. Ability to take detailed minutes.
4. Ability to work independently.
5. Experience taking and producing minutes in a timely fashion.
6. Ability to work evenings, sometimes late (e.g., 7:00 – 10:00 p.m.), especially on Tuesdays.
7. Experience working with/in local government.

To apply, send a completed "*Application for Employment*" form to:

Herbert A. Durfee, III, Town Manager
Attn: Minute Taker
3 No. Park Pl.
Fair Haven, VT 05743
fhmanager@comcast.net

The application form is available by calling 802-265-3010 x1 or online at: www.fairhavenvt.org. The position remains open until filled. However, applications received by 4:00 p.m. on Wednesday, April 15, 2015 will be given preference. The Town reserves the right to reject any and all applications. The Town of Fair Haven is an *Equal Opportunity Employer*.