

# **JOB OPENING**

## **TOWN OF NORTH READING**



### **Select Board Recording Secretary**

#### **Administration Department**

The Town of North Reading's Administration Department is currently seeking candidates for the position of Recording Secretary for the Select Board. The Recording Secretary attends meetings of the Select Board, transcribes the meeting minutes, and prepares meeting minutes for approval by the Select Board. Meetings are generally held twice monthly. These meetings are currently being conducted via remote participation but are anticipated to resume occurring in-person later this year.

A successful candidate will have strong administrative and organizational skills, must be detail-orientated and have the ability to work under limited supervision and in a confidential environment.

Compensation is \$150 per meeting which includes attending meetings, transcribing meeting minutes, and preparing meeting minutes for Select Board approval.

The Town of North Reading is an equal opportunity employer. Candidates should submit a cover letter and resume to Human Resources, [jobs2@northreadingma.gov](mailto:jobs2@northreadingma.gov) OR to Town Hall, 235 North Street, North Reading, MA 01864 by February 26, 2021 at 12:00 noon for full consideration.

Equal Opportunity Employer  
February 11, 2021

2-11-2021 NR