

NOTICE OF VACANCY

Date of Notice..... July 15, 2014
Position..... **Recording Secretary (PT)**
Pay Range..... \$12.00/ Hour

Requirements/Qualifications.... The Town of Exeter seeks a Part-Time Recording Secretary. This position takes minutes at various board, committee, and commission meetings as assigned. Successful candidates must have note taking abilities or previous experience, be able to type and transcribe minutes effectively for timely submission. Computer experience necessary.

File application with..... Human Resources
at..... Town Office
(Mail: 10 Front St, Exeter NH 03833)
Or email to: sriffle@exeternh.gov

Closing date..... August 15, 2014
Anticipated appointment..... ASAP

The Town of Exeter is an equal opportunity employer and does not discriminate based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, veteran status, sexual orientation, or any other category protected by law.