

Town of Exeter
Exeter NH 03833

NOTICE OF VACANCY

Date of Notice: August 13, 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
Town Office
10 Front Street
Exeter NH 03833

Or email to: sriffle@exeternh.gov

Anticipated appointment: ASAP

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