

Town of Exeter
Exeter NH 03833

NOTICE OF VACANCY

Position..... **RECORDING SECRETARY (part-time)**

Pay Range..... \$12.00/ Hour

Requirements/Qualifications....The Town of Exeter is seeking a part-time Recording Secretary. The position is responsible for attending various board, committee, and commission meetings as assigned. Successful candidate must be able to take notes and transcribe the minutes of the meeting effectively for timely submission. Must be proficient in Microsoft Office Word.

File application/resume to..... Human Resources
Town of Exeter
10 Front St, Exeter NH 03833

Or email to: dcisewski@town.exeter.nh.us

Closing date..... Open until filled

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.