



Employment Opportunity

Recording Secretary Town of Bedford Finance Committee

The Town of Bedford (pop. 14,329) is looking for a Recording Secretary to take minutes at the Finance Committee meetings. There are approximately 30 meetings a year, and the meetings are held on Thursday evenings year round. Meetings typically run from two to four hours in length.

The Recording Secretary must attend all meetings in their entirety. Duties include preparing a first draft of the Minutes and emailing those minutes to the Finance Director, Treasurer/Collector as soon after the meeting as is possible (not later than one week).

Minimum requirements include a high school diploma or G.E.D. Access to email and Microsoft Word version 2000 or higher is required. Must also be able to use a recording device.

The salary for this position is \$16.79 per hour, and is not eligible for benefits. The position is paid at a flat rate of six and a half (6.5) hours per meeting inclusive of the time to prepare the draft(s) and final minutes.

Application for employment may be downloaded from the website at www.bedfordma.gov/employment

Please send applications to:

Sarah Buhler
SBuhler@bedfordma.gov
Human Resources/Management Analyst
Town of Bedford
10 Mudge Way
Bedford, MA 01730
or fax to (781) 275-6310

Position will remain open until filled.

The Town of Bedford is an Affirmative Action / Equal Employment Opportunity Employer.