



Employment Opportunity

Recording Secretary Town of Bedford Planning Board

The Town of Bedford (pop. 13,995) is looking for a Recording Secretary to take minutes at Planning Board meetings. There are approximately 30 meetings a year, and the meetings are held on Tuesday evenings year round. Meetings typically will involve being present for a total of three hours.

The Recording Secretary must attend all meetings in their entirety. Duties include taking minutes at the meeting and preparing a first draft of the Minutes and emailing the draft to the Planning Board Director or other professional staff for review as soon after the meeting as is possible.

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.

This position is available July 1, 2016. The hourly rate for this position is \$17.13 per hour, and is not eligible for benefits. The position is paid at a flat rate of ten (10) hours per meeting inclusive of the time to prepare the draft(s) and final minutes.

The Town of Bedford Job Application is required to be completed in full by all applicants regardless of whether a resume is submitted. 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.