

Help Wanted  
Town of Durham

RECORDING SECRETARY-PART TIME ETHIC'S COMMISSION

Salary: \$20.00/hour, no benefits

Hours: Varied (Tuesday nights, 1 time a month) Also required to attend special meetings.

CLOSING DATE: OPEN UNTIL FILLED

The Town of Durham is looking for a recording secretary to attend regularly scheduled evening meetings for the Ethic's Commission to take detailed and accurate notes of meetings and record motions. Accurately prepare minutes from meeting notes in keeping with Robert's Rules of Order and in accordance with Freedom of Information Act requirements. Maintain confidentiality of records and information as appropriate. Work independently and adhere to strict deadlines. Must be able to access and use Zoom teleconference

High school diploma or equivalent; ability to type 45 wpm; previous experienced preferred. Must be able to work evenings, typically from 6:45 p.m., to 9:00 p.m.

A detailed job description and employment application may be obtained by visiting the Town's website at [www.townofdurhamct.org](http://www.townofdurhamct.org), or by calling (860) 349-3625 Please send completed applications to the Office of the First Selectman, at Town Hall, 30 Townhouse Road, P.O. Box 428, Durham, CT 06422, email to [jlehet@townofdurhamct.org](mailto:jlehet@townofdurhamct.org)

The Town of Durham is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

Date Posted: