 Town of Rochester

**Office of the Select Board**

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**Part-Time Recording Secretary**

**Town of Rochester, Massachusetts**

The Town of Rochester seeks qualified applicants for its part time, 6-10 hours per week, non-benefited Recording Secretary position to take meeting minutes various Boards and Committees according to the requirements of the Massachusetts Open Meeting Law (M.G.L. c.30A, sections 18-25). Attendance at weekly night meetings is required, and additional meetings may be required as necessary. Meetings typically run from 1.5-4 hours in length depending on the number of filings. Candidates must have a minimum of a high school diploma, Associate Degree and/or experience with taking minutes according to the requirements of MA Open Meeting Law. The recording secretary is expected to work independently in order to complete and revise meeting minutes, and have the ability to utilize file sharing such as email, google docs and/or drop box to share files with Town of Rochester staff. General office skills in typing and word processing, user knowledge of personal computers and Windows based software programs is required. Starting salary is $17.50 per hour. Detailed job description available upon request. Please send a cover letter, resume and a one-page writing sample to: Amanda Baptiste, 1 Constitution Way, Rochester MA 02770. Deadline for applications is February 10th, 2023. The Town of Rochester is an equal opportunity employer.

Posted: January 26th, 2023