



Town of Deep River
Job Opening
Recording Secretary

The Town of Deep River is hiring for a Recording Secretary to serve both the Board of Finance and Board of Selectman. This is a part time position. It may be split into two positions.

The meeting minutes are the legal, official minutes of organizational meetings. The Recording Secretary will be required to attend BOS and BOF meetings and take accurate meeting minutes and record votes. The minutes must be typed and submitted for review and then for filing with the town clerk. In the event previous minutes are amended, or a policy voted on at one meeting is changed at another, the recording secretary will file amended minutes if necessary. Recording secretaries also will distribute copies of the minutes electronically or in print to meeting attendees or others who need to know what transpired.

In most cases, meeting minutes are required to be filed within seven days of the meeting. On occasion, for emergency meetings, minutes will be required to be filed more expeditiously.

The Recording Secretary position can be broken into two positions; one Recording Secretary (1) for Board of Finance and one (1) for the Board of Selectman. The recording secretary is required to attend all regular and special meetings of each board. The BOS typically meets twice a month. The BOF typically meets once a month.

This position will pay \$75.00 per meeting including the minutes, assuming a 3-hour time commitment (1.5-hour meeting plus 1.5-hour preparation time for the minutes). For meetings that run longer, \$25.00/hr. will be allowed.

Candidates should possess good typing skills, good public communication skills, ability to hear well, ability to comprehend English and write in English using concise, accurate language. The candidate must be able to sit for extended periods of time. All meetings are held in Deep River at the Town Hall building @174 Main Street.

Deep River is an equal opportunity employer that is committed to diversity and inclusion in the work place. Please submit resume to selectasst2@deepriverct.us or call Tina @ 860-526-6020 opt. 1 for more information.