**TOWN OF THOMPSON**

**Employment Opportunity**

**Recording Secretaries - part-time – some evening hours required**

The Town of Thompson is hiring up to (1) Recording Secretary for an opening with the Inland Wetlands Committee.

Each generally meets one evening per month but there may occasionally be additional meetings which will need to be covered. The Commission/Committees currently needing secretaries take place on a Tuesday or a Wednesday evening.

The responsibilities include, but are not limited to, creating/copying/distributing agenda and support materials to members, placing advertising, attending meetings, taking minutes and recording meetings, transcribing minutes, as well as posting agenda and minutes in the Town Clerk’s Office and on the Town website. Total of approximately 3 to 10 hours per meeting or per month based on the specific Commission/Committee. Pay rate varies between $ 75 - $289 per month based on Town budget and the complexity of the work being required. Please review full job description at [www.thompsonct.org](http://www.thompsonct.org/) prior to submitting application. Note: Recording secretaries may work for multiple commissions and committees at the same time.

Please send cover letter, resume and contacts for 3 work references to...

Personnel • PO Box 899 815 Riverside Drive • North Grosvenordale, CT 06255

or e-mail to... selectmensoffice@thompsonct.org

 **Positions remain open until filled.** EOE