

TOWN OF THOMPSON

Employment Opportunity

Recording Secretaries - part-time – some evening hours required

The Town of Thompson is hiring Recording Secretaries for the Planning & Zoning Commission and the Zoning Board of Appeals.

Each generally meets one Monday evening per month but there may be a 2nd meeting which will need to be covered. The responsibilities include, but are not limited to, creating/copying/distributing agenda and support materials to members, 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 week or month based on the specific Board/Commission. Pay rate varies between \$ 104-\$293 per month or meeting based on Town budget. Please review full job description at www.thompsonct.org prior to submitting application.

Please send cover letter, contacts for 3 work references and resume to...
Personnel • PO Box 899 • North Grosvenordale, CT 06255
or e-mail to... selectmensoffice@thompsonct.org.

Please submit by Feb. 21, 2020. Positions remain open until filled.

EOE