

Contracted position available: Recording Secretary for meetings of the Ashford Board of Finance

Ashford Board of Finance (BOF) is seeking a motivated Recording Secretary for meetings of the Ashford Board of Finance

General duties include:

- Attend semimonthly meetings of the Board of Finance (evenings) and additional evening meetings during the annual budget cycle.
- Take notes that can be easily understood and type up minutes of the meetings within 24 hours for timely submission.
- Submit completed minutes via email to Clerk of Board of Finance
- Evening hours are required to coincide with meetings.

This contracted position pays a flat rate of \$80.00 per meeting. Previous recording secretary experience or other data entry position is considered a plus.

Teamwork and reliability are helpful traits to a successful recording secretary.

Any offer will be conditioned upon a successful interview and reference validation. Please submit your interest in this position by Wednesday, 11-15-2018 utilizing any of the following methods:

Ashford Board of Finance
Charles Funk, Chairman
5 Town Hall Rd
Ashford, CT 06278
bofashford@ashfordtownhall.org
860-729-2321