

Topsfield Conservation Commission Recording (minutes) Secretary

Position Available immediately (Search to continue until the position is filled).

POSITION:

Recording Secretary for the Conservation Commission

DESCRIPTION:

The Recording Secretary will attend twice-monthly Conservation Commission meetings, held on Wednesdays commencing at 7:00 PM at the Topsfield Town Library and typically lasting from 2 to 2 ½ hours. Meetings, including hearings usually are digitally recorded. The secretary will take notes of the discussions and decisions that are made and then prepare minutes in accordance with the requirements of Open Meeting Law, M.G.L. Ch. 39, § 23A, et. seq., and Public Records Law, M.G.L. Ch. 66, §5A, based on the notes and digital audio recordings made at the hearings/meetings. Draft minutes are to be submitted electronically to the Conservation Commission Administrator within one week of the meeting.

The applicant should be computer literate, reliable, and comfortable working with the public. Good writing skills and attention to detail are essential. It is very helpful for the Recording Secretary to have a personal laptop computer to use during the meetings. Experience with preparation of minutes for a permitting board, and especially with a Conservation Commission, would be particularly valuable.

HOURS:

Two Wednesday evenings (usually second and fourth) per month from 7:00 PM to 9:00 PM and additionally 1-2 hours per meeting to be scheduled as the secretary chooses to edit/correct the draft minutes and prepare the final minutes. Total: about 5 – 9 hours/month.

STARTING SALARY:

Grade 3, Step 1 through Step 9 range is \$15.55 to \$19.31

Please send letter of interest and a brief resume to conservation@topsfield-ma.gov or

**C/o Lana Spillman, Administrator
Topsfield Conservation Commission
Town Hall
8 West Common Street
Topsfield, MA 01983**

Please call **978-887-1510** with questions and if you need additional information.