



**Town of Topsfield**

## **JOB POSTING**

### **MINUTES CLERK / SECRETARY**

#### **Conservation Commission**

*(Posted May 13, 2022)*

**Title:** Minutes Clerk / Secretary  
**Posted:** May 13, 2022 *(Open until filled)*  
**Hiring Rate:** \$17.17 - \$20.76/hour is anticipated hiring range DOQ  
**Job Classification:** Grade 3; Non-Benefitted position  
**Schedule/Hours:** 5-10 hours/month

**Summary:** The Topsfield Conservation Committee seeks a Minutes Clerk to attend the Committee meetings held approximately twice a month (Monday or Tuesday evenings typically lasting 1 to 3 hours) and prepare written minutes. Meeting are currently held via Zoom, but may return to in person in the future. July, August & December months typically have one meeting each month.

**Description:** The applicant should be computer literate, reliable, familiar with Zoom and able to work well with the public. Good writing skills and attention to detail are essential. It is very helpful for the Minutes Clerk/Secretary to have access to a laptop computer for use during the meetings.

Experience with preparation of minutes for a permitting board and especially with Conservation Commission, is preferred.

**Deadline:** Applications will be reviewed starting on **Friday, May 27, 2022**. *(Position will remain open and posted on-line until a qualified candidate is hired.)*

**To Apply:** Please submit a letter of interest and resume to The Conservation Office c/o Heidi Gaffney, 8 West Common Street, Topsfield, MA 01983 or email to [hgaffney@topsfeld-ma.gov](mailto:hgaffney@topsfeld-ma.gov)

**More Info:** Call 978-887-1510 or email [hgaffney@topsfeld-ma.gov](mailto:hgaffney@topsfeld-ma.gov) with any questions.

*Topsfield is an Equal Opportunity Employer*