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## TOWN OF MEDWAY

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### NIGHT BOARD SECRETARY

The Town of Medway seeks qualified candidates for the position of Night Board Secretary. Limited secretarial work in support of the activities of various boards. This is a part-time position, estimated to be 15 – 18 hours per month.

**Duties:** Attend evening meetings of various boards, generally 2-3 times per month. With a computer, take extensive notes of presentations, discussions, comments, reports, and actions. Make photocopies of documents needed during evening meetings. Convert meeting notes into minutes for board review. Maintain records and binders of meeting minutes. Post approved minutes to the Town of Medway web page. Other duties as may be assigned. This position works under the general supervision of the Town Administrator and will have interaction with the general public and with those affected by the business of the Boards. An office at Town Hall is NOT provided.

**Education and Experience:** High School graduation with additional courses in secretarial and business skills.

**Knowledge, Ability, and Skills:** Skill in typing and word processing. Familiarity with Massachusetts laws helpful.

Please send cover letter and resume to: Human Resource Director, Medway Town Hall, 155 Village Street, Medway MA 02053 or email to [sellis@townofmedway.org](mailto:sellis@townofmedway.org)

**Date of Posting:** December 7, 2016

**Salary:** \$75 - \$125.00 Stipend per meeting based on Board/Committee assignment.

**Closing Date:** December 30, 2016