
TOWN OF MEDWAY

JOB POSTING

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 a month.

Duties – Attend evening meetings of the various boards, generally 2-3 times per month. With a computer, take extensive notes of presentations, discussion, 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 Skill – Skill in typing and word processing. Familiarity with Massachusetts laws helpful.

Please send cover letter and resume to Human Resource Director, Town Hall, 155 Village Street, Medway MA 02053

Date of Posting: February 10, 2016

Salary: \$75.00-\$125.00 Stipend per meeting based on Board/Committee assignment.

Closing date: until filled