



TOWN OF LYNDEBOROUGH

Office of Selectmen

9 Citizens' Hall Road • Lyndeborough, NH 03082

Phone (603)654-5955 • Fax (603)654-5777

November 8, 2023

Meeting Minute Taker / Transcriptionist

Duties:

Will attend and later compose official meeting minutes for the Board of Selectmen, land use boards (including Planning Board, Zoning Board of Adjustment), and any others groups as needed. The minute taker / transcriptionist will work closely with the applicable groups to ensure that minutes are taken accurately and ensure their continuity with the minutes from previous meetings.

Skills/Qualifications:

Able to accurately report all relevant actions taken at meetings, including people in attendance, productive and succinct synopsis of topics discussed, motions made and the results of all votes. Must correct spelling, grammar, and formatting of the minutes prior to submission. Must transmit completed minutes electronically within 5 business days of the meeting date (required by NH law). Must maintain the confidentiality of the discussions that took place in the meetings, when appropriate.

Hours:

Scheduled attendance/note taking at varied evening hour meetings as needed, with the ability to potentially substitute on short notice, if required. After the meeting, minutes may be composed at any time within the required 5 business days.

Experience and General Requirements:

Successful candidate will be able to work cooperatively with all Town employees, departments, committees, and boards, as well as be comfortable working independently (once trained); will have good computer skills; will be highly organized and detail proficient; and is focused on customer service. Ability to handle sensitive information, employ good judgment and communicate effectively. Proven ability to meet deadlines. Excellent communication skills, written and oral. Excellent organizational skills.

The rate of pay will be commensurate with experience.

Applicants are requested to submit a cover letter, resume, and a completed Town employment application. Position will remain open until filled.

Town of Lyndeborough
Attn: Human Resources
9 Citizens Hall Road
Lyndeborough NH 03082