

Meeting Recorder Job Announcement

Town of Enfield, NH

The Town of Enfield is seeking a Meeting Recorder to take and maintain meeting minutes for the Enfield Conservation Commission. These minutes will serve as the official record for the Town of Enfield as required by the State of New Hampshire.

The qualified applicant(s) must be able to grammatically write and format a complete and accurate record of the meeting, including meeting date, time and location; who was in attendance; a summary of the discussions for all agenda items; a record of all official votes taken; and a list of action items.

The Town Conservation Commission meets on the first Thursday of each month at 7:00 pm at the Department of Public Works Facility at 74 Lockehaven Road, Enfield, NH 07348 and occasionally during other times. The applicant must have their own laptop computer.

Minutes must be taken at each meeting, and all minutes must be completed by the following Monday (72) hours for review and distribution by the Conservation Commission Secretary. The successful applicant will report to the Chair and Secretary of the Conservation Commission to submit drafts of minutes for posting and archiving.

The Meeting Recorder will be paid for the hours of the meeting plus time to develop meeting notes into completed minutes. The rate of pay will be \$18.00 per hour. This is a Contract Worker position and does not offer benefits.

Pursuant to the New Hampshire General Laws, smoking is not allowed in Town Buildings.

If you wish to review past minutes of the Conservation Commission, please go to:

<https://www.enfield.nh.us/minutes-and-agendas>

If you wish to submit an application or have questions, please contact Alisa Bonnette, Assistant Town Manager, at (603) 632-5026 or abonnette@enfield.nh.us.