

Plainfield Select Board Administrative Assistant - part-time

Duties include

- preparation of draft of select board meeting minutes from live meetings and/or audio/video tapes
- preparation of draft minutes of town meetings as requested
- amending drafts to show changes to minutes
- preparation of PDF of approved minutes once approved by select board
- possible posting on town website
- possible assistance with posting select board meeting agendas in hard copy and town website
- other assistance as requested by select board

Skills needed include:

- familiarity with a word processing program which can produce both Word files and PDF files
- ability to prepare draft minutes from audio/video tape of meetings
- ability to follow format for Select Board and town meeting minutes
- comfortable about learning new things

Resources needed:

- computer able to produce draft minutes in Word format using Word or other compatible word-processing software
- computer able to produce PDF format documents such as draft and approved minutes
- workplace not in town offices

The Town of Plainfield is an equal opportunity employer. This position is part-time paid employment by the Town of Plainfield and will be paid an hourly rate set by the Select Board. Part-time regular employees are not eligible for employee benefits.

Approved March 30, 2021