

19-24

TOWN OF MEDWAY

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 10-15 hours per month.

Duties: Attend evening meetings of various boards, generally 2-3 times per month. With a computer, takes 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 of meeting minutes. Post both agendas and approved minutes to the Town of Medway website. Other duties as may be assigned. This position works under the general supervision of the Town Manager and will interact 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 Coordinator, Medway Town Hall, 155 Village Street, Medway, MA 02053 or email to HR Coordinator, Cheryl Houle at choule@townofmedway.org

Date of Posting: September 6, 2024
Salary: \$91.38-\$152.30 Stipend per meeting based on Board/
Committee assignment.
Closing Date: September 30, 2024

The Town of Medway is Equal Opportunity Employer