

This is one part-time position that may average 2-10 hours per week

Recording Clerk/Clerical Assistant Zoning Board of Appeals:

Copy applications and information for Board members
Schedule meetings and send reminders to Board members
Post meetings and public hearings
Prepare public information folders
Prepare information for public hearings
Attend evening meetings as scheduled to record minutes
Transcribe minutes
Process all approved or denied permits
Complete all follow up paperwork
Maintain files
Other duties that may be necessary

Recording Clerk/Clerical Assistant Conservation Commission:

Copy applications and information for Board members
Schedule meetings and send reminders to Board members
Post meetings and public hearings
Prepare public information folders
Prepare information for public hearings
Attend evening meetings at least twice per month to record minutes
Transcribe minutes
Process all approved or denied permits
Complete all follow up paperwork
Maintain files
Other duties that may be necessary

Clerical Assistant Planning Board:

Copy applications and information for Board members
Post meetings and public hearings
Prepare public information folders
Prepare information for public hearings
Occasionally fill in for Recording Clerk to take and transcribe minutes
Process all approved or denied permits
Complete all follow up paperwork
Maintain files
Other duties that may be necessary