

The Town of Springfield, NH is accepting applications for a PART-TIME (up to 20 hrs. month) recording secretary for the Planning Board and Zoning Board.

This part-time position provides administrative support to the Planning and Zoning Boards, which includes the attendance and recording of their monthly meetings (1st Tuesday and 3rd Thursday of each month), and any work sessions and/or site visits that may be scheduled. Ability to take meeting minutes, organizational skills and excellent customer service skills are required.

Must be a high school graduate. Pay rate \$16.50-\$19.50

Send resumes to the Town of Springfield, Attention Tamara, PO Box 22, Springfield, NH 03284 or email to: admin@springfieldnh.org

Position is open until filled.