

## **Town of Hampton Meeting Minute Taker**

The Town of Hampton (Town) is seeking applications for a part-time Minute Taker for various Town boards and commission. The position involves taking monthly meeting minutes in person or from an audio recording. Meetings are generally held at the Town Offices at 7 PM. The minutes are required to provide a formal account of who was at the meeting, what was discussed, what actions were agreed upon, and who would carry out these actions.

### **Task Description:**

- Accurately reporting attendance at the meetings
- Accurately transcribing motions and the results of all votes
- Verifying spelling, grammar, and formatting of the minutes
- Transmitting completed minutes electronically to the specific board or commission within 5 business days of the meeting date (required by NH law)
- Maintaining the confidentiality of the discussions that took place in the meetings when appropriate

### **Qualifications:**

- Previous minute-taking experience is preferred
- Proven ability to meet deadlines
- Excellent communication skills, written and oral
- Excellent organizational skills
- Ability to work independently
- Proficiency with computers and online file sharing (such as Microsoft office and email applications)

The Town requires that the successful candidate pass a pre-employment screening including background check, and drug and alcohol tests. The rate of pay is \$110.00 - \$150.00 per meeting. To apply, please mail cover letter and resume to Deputy Town Manager Jamie Sullivan, 100 Winnacunnet Road, Hampton NH 03842 or by email at [HR@hamptonnh.gov](mailto:HR@hamptonnh.gov) Resumes will be accepted until the position is filled. The Town of Hampton is an EOE.