

The Town of Bristol is accepting applications for the position of Minute Taker.

Requirements include attendance at the meetings and providing minutes to the committees in a timely fashion. It is expected the applicant is familiar with taking meeting minutes, knows how to use Microsoft Word, can complete the minutes within the statutory deadline of NH RSA 91-A, knows how to use Microsoft Outlook for email, and knows how to use the Internet.

The committees the Minute Taker will cover are Conservation Commission, Economic Development Committee, and Budget Committee. Other committees may be added if the person is available and has the ability to do so.

Other duties include

- Assists department heads and nonprofits for Budget Committee submission requests, including setting dates and deadlines.
- Schedules appointments with the appropriate committees.
- Assigns case numbers and compiles case files.
- Maintains active case files for public viewing.
- Addresses questions from applicants and public concerning cases.
- Notifies applicants of meeting dates; when applicable, notifies abutters by certified mail of upcoming meetings.
- Posts meeting agendas and places public meeting notices in newspapers in a timely fashion.
- Notifies committee members and department heads of scheduled meetings.
- Conducts research as necessary for hearings.
- Copies case materials for committee members and distributes to members prior to meetings.
- Types letters and forms as necessary.

Compensation is hourly and DOQ.

Interested candidates should send their resume, three references, wage requirements, and a completed job application to: Bristol Town Office - Human Resources Department, 230 Lake Street, Bristol NH 03222. An application may be found at www.townofbristolnh.org or at the Town Office.

The Town of Bristol is an Equal Opportunity Employer. (EOE/ADA)