

Timberlane Regional School Board Seeks Recording Secretary

IMMEDIATE VACANCY

The Timberlane Regional School Board is seeking a recording secretary to attend their meetings to transcribe meeting minutes, as well as complete any other duties as assigned by the Board Chair.

This Board meets approximately 22-24 times per year (the first and third Thursday of each month) with occasional special meetings scheduled. Meetings typically run from 7pm-9pm and are held at The Performing Arts Center, 40 Greenough Road, Plaistow, NH.

Responsibilities include attending all meetings, transcribing the meeting minutes in accordance with RSA 91-A, and providing ancillary clerical duties as assigned by the Board Chair. Estimated time to dedicate to each meeting (attending and transcription of minutes) is approximately 5 hours.

RATE OF PAY: The rate of pay for these positions is \$19.75 per hour.

STARTING DATE OF ASSIGNMENTS: Immediately. The next Board meeting is scheduled for January 6.

HOW TO APPLY: Interested persons should send letters of interest and resume outlining qualifications to trs@timberlane.net.

DEADLINE TO APPLY: Until position is filled.

December 17, 2021