

Town of Exeter  
Exeter NH 03833

## ***NOTICE OF VACANCY***

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Date of Notice: May 5, 2018  
Position: **RECORDING SECRETARY (Part Time)**  
Pay Range: \$14.00/ Hour  
Anticipated Start: May 24, 2018

**Requirements/Qualifications:** The Town of Exeter seeks a part-time Recording Secretary. The position is responsible for attending various board, committee, and commission meetings as assigned. Successful candidate must be able to take notes and transcribe the minutes of the meeting effectively for timely submission. Transcription of the minutes can be done at home and submitted electronically. Must be proficient with Microsoft Word.

Send letter of interest and Town application to:

Sheri Riffle  
Town of Exeter  
10 Front St  
Exeter NH 03833

Email: [sriffle@exeternh.gov](mailto:sriffle@exeternh.gov)

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