

Recording Secretary

The Town of Windsor Locks has an opening for a recording secretary to take notes and transcribe minutes for evening Board of Finance meetings. Due to the requirements of the position, attendance at the meetings is required. Prior experience taking meeting minutes is highly desirable given the complexity of the content and duration of the meetings. A monthly stipend of \$478.09 is paid per month for two (normal) to up to eight (during budget season) meetings per month. Please email a resume, completed application, and three references to hr@wlocks.com.