



TOWN OF MILTON

Help Wanted “Recording Clerk”

The Town of Milton is seeking people who would be interested in become a Recording Clerk for the Town. The Recording Clerk is responsible for taking the minutes at a committee meeting. Basic are:

- Setting up the meeting room prior to each meeting such as placing name plates around the table.
- Recording the meeting is recommended but not required. Recording a meeting is simply a helpful tool to assist the Recording Clerk with capturing the required information needed to finalize the draft minutes. Recording would be done using a portable digital recorder supplied by the Town.
- Minutes would be required to be taken when the meeting begins. The preferred method would be electronically via laptop, but may be taken by paper/pen if preferred.
- Some simple follow-up is required such as ensuring the approved minutes are signed and forwarded to the Town Hall.
- Participation of any sort during the meeting is not allowed. However, speaking up for clarification or verifying a motion or vote is acceptable.
- Once the meeting has ended the meeting room would need to be put back to its original state.
- During the following days the minutes would need to be finalized to a draft format for posting. The draft would then be emailed to the Town Hall for posting.

Requirements: All minutes are done in Microsoft Word. Some computer experience and knowledge of Microsoft Word is very helpful. Applicant must be able to work in a meeting setting and capture the required motions and votes. Some training with minutes would be available if needed.

Work hours and pay: This is a non-employee position which receives a stipend of \$75.00 per meeting. (\$75.00 for Budget Committee meetings) A 1099 would be issued at the end of the year for the stipend payments. No benefits are provided. Each Board has their own starting time, but in general it is 6pm.

An applicant may do minutes for a particular committee on a regular basis if there is a vacant Recording Clerk position, or simply fill-in for other boards on an as-needed basis should their regular Recording Clerk be unavailable.

Application instructions: Please submit a letter of interest and a brief resume using one of the following methods.

- Postal mail: Attn.: Town Administrator, Town of Milton, PO Box 310, Milton, NH 03851
- Drop off: Town Hall, 424 White Mountain Highway, Milton
- Email: financedept@MiltonNH-US.com
- Phone: 603-652-4501
- Fax: 603-652-4120

Phone calls with questions are encouraged.