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TOWN of NORTH READING

Massachusetts

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TOWN CLERK
NORTH READING, MA

Administration

JOB OPENING
TOWN OF NORTH READING
Finance Committee Part Time Recording Secretary

The position will involve approximately 10-15 hours per month, recording and transcribing minutes of **evening** meetings for the Finance Committee.

This position requires strong secretarial and organizational skills and the ability to work under limited supervision and in a confidential environment. The starting salary range is \$15.00 hour depending on qualifications. If you are interested in this position, send an application or resume to:

aolsen@northreadingma.gov title subject line FINCOMM 15.

Applications can be found on our website www.northreadingma.gov in Job Opportunities click on Application.

Equal Opportunity Employer