



## Town of Hooksett, NH Recording Clerk

Would you like the flexibility to work from home and in the office? This job is for you!!!! Applications are being accepted for the part-time position of **Recording Clerk** in the **Administration Department** located at 35 Main Street, Hooksett. Duties include, but are not limited to attending Board & Committee meetings and typing draft minutes at these meetings. From your home or at the office, you may prepare the unofficial & official minutes for posting on the Town's website and archives.

Minimum: High School Diploma/ G.E.D., 2 years clerical experience, and Microsoft Office computer knowledge required. Any equivalent combination of education and experience. **Minutes experience preferred.**

Hourly wage commensurate with experience. Work schedule is 4+- hours on-site evening meetings (2<sup>nd</sup> & 4<sup>th</sup> Wednesday of each month at 6:00pm) PLUS, from your home or at the office, an additional 8+- hours of completing minutes for posting within the same week of each meeting (typically a total of 24+- hours monthly) . Must pass all background checks and tests which include criminal, motor vehicle, physical, references, etc. No benefits. 6 month probation.

Please submit completed Town Application, resume and cover letter via e-mail to [townadministrator@hooksett.org](mailto:townadministrator@hooksett.org) or hard copy to Hooksett Town Administrator, 35 Main Street, Hooksett, NH 03106 via US Postal mail or hand delivery. A detailed job description and application are available via [www.hooksett.org](http://www.hooksett.org) or at Town Hall Administration Dept.

Closing Date: Open until filled. Interview process commencing 09/04/18.

Equal Employment Opportunity Employer.