

Lincoln Select Board - Minutes Taker & Manager

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Posted to: Lincoln

May 9, 2017

[Job opening](#)

The Lincoln Select Board meets regularly on the first and third Tuesdays of each month with occasional special meetings scheduled when needed. The Select Board needs a person who is a careful listener who is able to record in writing, the discussions and decisions made at meetings. Complete draft minutes must be posted within 5 days of each meeting to comply with the Vermont Open Meeting Law. The minute taker will be responsible for taking minutes, drafting minutes and maintaining files of approved minutes and appended agenda documents. He/she will be fluent in the use of MS WORD and the use of electronic means for assembling and disseminating draft and approved documents.

Each full meeting is generally 2-3 hours long with an equal amount of time required for drafting, filing and managing the written minutes.

Familiarity and experience in Town government and knowledge of local needs and customs is a plus. Pay \$15.00/hour Work can be done at the Lincoln Town Office or at home.

Interested? - Contact Lincoln Select Board, 62 Quaker Street, Lincoln, VT 05443 or e-mail admin@lincolnvermont.org