

**EMPLOYEE NOTICE
JOB POSTING**

JOB TITLE: SECRETARY – Mapleton Preserve Commission

DATE POSTED: March 10, 2021

SALARY RANGE: \$77.40 - \$167.71 per meeting

DEPARTMENT: Administration

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JOB DESCRIPTION: Attend and record all meetings of the Mapleton Preserve Commission. Transcribe minutes of each meeting and any related meeting material as required. Perform other related duties as required.

The Mapleton Preserve Commission Meeting for 2021

Tuesday, April 13, 2021 – 9:30 AM – 11:00 AM

Tuesday, July 13, 2021 – 9:30 AM – 11:00 AM

Tuesday, October 12, 2021 – 9:30 AM – 11:00 AM

MINIMUM REQUIREMENTS/QUALIFICATIONS: Possess a High School diploma or GED equivalent. Position requires typing and transcribing ability. Use of own computer is required.

Anyone interested in applying for this position should complete an online application on our website. www.southbrunswicknj.gov

This is not a Union position.

South Brunswick is an Equal Opportunity Employer.