

This is a NON-union position.

EMPLOYEE NOTICE JOB POSTING & JOB DESCRIPTION

JOB TITLE: Evening Secretary:
SALARY: \$77.40 – \$167.71 /per meeting
DEPARTMENT: Historic Preservation Commission

JOB DESCRIPTION: Attend and record all meetings of the Historic Preservation Commission. Transcribe minutes. Prepare agenda and any related meeting material as required.

The Historic Preservation Commission meets once a month for approximately 1½ to 3 hours per meeting. Meetings are held on Monday nights. (First Monday of the month)

MINIMUM REQUIREMENTS/QUALIFICATIONS: Possess a High School diploma or GED equivalent. Position requires typing and transcribing ability. You must use your own computer. You must also be able to come to the Municipal Building periodically to pick up any correspondence received for this Board.

Anyone interested in applying for this position should apply on-line.

This position will be posted until position filled.

South Brunswick is an Equal Opportunity Employer.