

## **Recording Secretary for the West Boylston School Committee**

The West Boylston School Committee is seeking applicants for the position of Recording Secretary.

**Role:** Attend, record and transcribe minutes at monthly School Committee meetings and on an as needed basis.

Recording Secretary must have excellent word processing skills; be accurate in their work, and able to maintain confidentiality with sensitive information requiring discretion.

### **Description of responsibilities:**

Attend and take minutes at monthly meetings typically held on the second Wednesday of the month, 7:00-9:30 pm and, additional special meetings as needed.

Record, prepare and submit minutes to the Office of the Superintendent within 7 days of the meeting.

Applications are available at the Office of the Superintendent, 125 Crescent Street, West Boylston, MA 01583

Open until filled  
EOE