JOB OPENING
Town of Henniker

Part Time – Recording Secretary

The Town of Henniker is seeking applications for an individual to take minutes for the Board of Selectmen and Conservation Committee evening meetings. Duties to include attending meetings, taking minutes, and providing completed minutes to the Town Administrator within the statutory deadline per RSA 91-A. The preferred applicant must be able to submit completed minutes in a word document via email. The starting hourly rate is $17.00 per hour. For further information please call (603) 428-3221. All letters of intent, resumes and/or applications should be submitted to: Town of Henniker Selectmen's Office, Attn: Recording Secretary Position, 18 Depot Hill Road, Henniker, NH 03242. This position will remain open until filled.

Posted: June 5, 2015