

Town of Atkinson

HELP WANTED

Recording Secretary

The Town of Atkinson is seeking a discerning candidate to serve as the Recording Secretary for the Atkinson Board of Selectmen, whose duty it will be to produce, within three business days, a comprehensive (not verbatim), electronic set of minutes for the weekly Selectmen's meetings, usually held on Monday evenings. The ideal candidate will have executive and municipal government experience, as well as being well-versed in MS Word, Excel and Power Point.

If you wish to learn more about town government, this could be the part-time position for you! Send a letter of interest and an application to: Town of Atkinson, Selectmen's Office, 21 Academy Avenue, Atkinson, NH 03811, clearly labeled "Recording Secretary". Applications are available at the Town Hall, as well as the Atkinson website www.town-atkinsonnh.com. For additional information please contact Town Administrator Alan Phair at (603) 362-1060, or townadmin@atkinson-nh.gov; or Assistant Town Administrator Barbara Snicer at (603) 362-5266, or bsnicer@atkinson-nh.gov.