

*Town of Atkinson
21 Academy Avenue
Atkinson, NH 03811*

The Town of Atkinson is seeking a Recording Secretary for the Board of Selectmen's meetings. The Board usually meets Monday evenings, and the minutes are due electronically on or before Thursday noon, for approximately 6 to 10 hours per week. Municipal and executive experience preferred. Applications are available at the Town Hall, 21 Academy Avenue, Atkinson, NH 03811, or online at www.town-atkinsonnh.com under Careers and Volunteers. Please send a letter of interest and an application to: Town of Atkinson, Selectmen's Office, 21 Academy Avenue, Atkinson, NH 03811. For additional information, contact Town Administrator Alan Phair at townadmin@atkinson-nh.gov, or (603) 362-1060, or Assistant Town Administrator Barbara Snicer at bsnicer@atkinson-nh.gov, or (603) 362-5266.