

## **RECORDING SECRETARY**

### **TOWN OF BRISTOL**

Town of Bristol is seeking applicants for a Recording Secretary to the Budget Committee. This position requires taking minutes and producing a written record of meetings. Candidate must possess excellent writing skills, be capable of e-mailing documents and availability during the evenings. This is a part-time position with no benefits. Hours vary; estimated 10-20 hours per month.

For further information or to submit an application, please contact Kelly Lacasse, Human Resources Coordinator, Town of Bristol, 230 Lake Street, Bristol, NH 03222.

Applications are available at the Bristol Town Office, 230 Lake Street, Bristol or [http://www.townofbristolnh.org/Our%20Town/Employment/employment\\_opps.html](http://www.townofbristolnh.org/Our%20Town/Employment/employment_opps.html)

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