



TOWN OF GROTON

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Groton, Massachusetts 01450-1237
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Per Diem Minute Taker

The Town of Groton is currently seeking a detail-oriented individual (acting as an independent contractor) to support several of our boards and committees with important administrative and recording tasks. This person would be responsible for attending evening board meetings (approximately 6 hours per week), taking notes and producing official minutes of those meetings. The successful candidate will possess good writing skills, a strong attention span and a High School diploma. The position will pay between \$17.00 and \$20.00 per hour based on experience.

If you have an interest in learning more about local government and a desire to meaningfully participate in a crucial Town function we encourage you to apply immediately. Please submit your resume to Melisa Doig, HR Director, Town Hall, 173 Main St., Groton, MA 01450. Applications may also be submitted via email to humanresources@townofgroton.org. Please do not hesitate to call 978-448-1145 if you have additional questions regarding this unique opportunity.