

Town of Redding
On Call Position Available

TITLE: Recording Secretary for Zoning Board of Appeals

ESSENTIAL FUNCTIONS – On Call Position

Attend and record the meeting minutes for the Zoning Board of Appeals.

Meeting minutes are required to be prepared in a specified format (word document) on the day after the meeting, sent for review/edits and approval by Chairman, and then submitted to the Town Clerk for posting within 48 hours (by Thursday 5:30 pm).

The Board meets every third Tuesday of the month at 7:30 pm (if necessary) in the Town Hall Hearing Room. The Board only meets in months when applications are received.

Hourly rate: \$20.00, which includes the time attending the meeting and the time for preparation of the minutes.

Inquiries: please contact Jean Winters in the Zoning Department at 203-938-8517.