

## Recording Secretary Opportunities

The Town of East Windsor is looking for recording secretaries for various Town boards and commissions. Responsibilities include attending evening meetings, typing and electronically filing meeting agendas and minutes. Meetings are usually once or twice a month. Official agendas and minutes can be found for your review as examples of what is required at [www.eastwindsorct.com](http://www.eastwindsorct.com) East Windsor pays \$75.00 to \$125.00 per meeting depending on experience and complexity of the board or commission.

We are also looking for recording secretaries that are only interested in filling in once in a while. Please indicate on your application whether you are interested in becoming a permanent recording secretary or would like to be considered to fill in when someone cannot cover a meeting. Employment applications are available on our website and can be mailed to the East Windsor Town Hall, 11 Rye Street, Broad Brook, CT. 06016 Attn: Jennifer R. Browne. Please contact Jennifer at 860-623-8122 or [jbrowne@eastwindsorct.com](mailto:jbrowne@eastwindsorct.com) with any questions.