

**BOARD OF SELECTMEN**

Steven P. Rose, Chairman  
Eric S. Beckerman, Clerk  
Jason L. Suzor, Associate

**TOWN ADMINISTRATOR**

Gregory S. Enos

# Town of Avon Massachusetts



Town Offices  
Buckley Center 02322  
(508) 588-0414  
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**JOB POSTING**

Part-Time Recording Secretary  
Town of Avon, Massachusetts

The Town of Avon seeks a part-time Recording Secretary which requires attendance at various regular and special meetings of various Boards and Committees that may be assigned, for the preparation of full and accurate minutes of each meeting. Minimum qualifications include a high school diploma and related experience in transcribing meeting minutes. Experience with public meetings and familiarity with the Massachusetts Open Meeting Law requirements a plus. Meetings are held in the evenings on various weeknights and requires flexible availability. The starting rate is \$16.00 per hour. Interested applicants should fill out an employment application at [www.avon-ma.gov](http://www.avon-ma.gov) and send it along with resume and letter of interest to the attention of Shanna Faro, Human Resources Coordinator, 65 East Main Street, Avon, MA 02322 or e-mail to [humanresources@avon-ma.gov](mailto:humanresources@avon-ma.gov). Applications will be accepted until the position is filled. EOE/AA.