

## **Minute Taker – Zoning Board of Appeals**

The City of Salem is seeking a clerk to take minutes at the Zoning Board of Appeal meetings. The Board meets every third (3<sup>rd</sup>) Wednesday of each month at 6:30pm and attendance at all Board meetings is required. Minutes must be completed within seven (7) days after the meeting and a digital recording of the meeting is available. Applicants must be dependable and have good writing skills. The stipend is \$30.00 per meeting hour. Please send a cover letter and resume to [jobs@salem.com](mailto:jobs@salem.com). Position open until filled. AAEOE.