

The City of Salem is seeking a clerk to take minutes at the Zoning Board of Appeal meetings. The Board meets every third Wednesday of each month at 6:30pm and attendance at all Board meetings is required. Minutes must be completed within seven days after the meeting and a digital recording of the meeting is available. Applicants must be dependable and have good writing and transcription skills. The stipend is \$30.00 per meeting hour. Please send a cover letter and resume to Human Resources, City of Salem, 120 Washington Street, Salem, MA 01970. Position open until filled. AAEOE.

More information regarding this board, including examples of past meeting minutes, are located here:

<http://www.salem.com/zoning-board-appeals>