



NOTICE OF VACANCY

The City of Salem seeks a Commission Clerk to take minutes at the Historical Commission meetings.

POSITION:

Commission Clerk

RESPONSIBILITIES/SKILLS/QUALIFICATIONS:

Attendance at all Commission meetings is required. The ideal applicant is punctual, detail-oriented, and possesses excellent writing skills. Draft meeting minutes must be typed in Word format and e-mailed for review to the Staff Planner of the Historical Commission within 3 days of the meeting date and a final draft version (addressing comments) with one week of the meeting date. A digital recorder is available. Clerk would be required to attend occasional special meetings.

Meeting schedules are as follows:

First Wednesday of each month; 7:00PM
\$45.00 per meeting hour

PHYSICAL DEMANDS:

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of the job. While performing this job, the employee is required to sit, stand, walk, talk, hear, see, and perform fine finger manipulation in the use of the computer. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Meetings typically take place in a conference room at 98 Washington Street; due to COVID, meetings are held via the zoom platform until further notice.

Qualified applicants are encouraged to apply to jobs@salem.com no later than July 30, 2020.

The City of Salem is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status or genetic information.

Human Resources

City of Salem, Lisa B. Cammarata, Director
98 Washington Street, 3rd floor
Salem, Massachusetts 01970

July 15, 2020