



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1145
Fax: (978) 448-1115

Per Diem Minute Taker

The Town of Groton is seeking an independent contractor who would like to take minutes for various boards and committees for about 6 hours per week in the evenings. This individual should have good writing skills and attention to detail. This position will pay \$14.00 - \$16.00 per hour based on experience. This person should have a High School diploma.

To apply, please submit a resume to Melisa Doig, HR Director, Town Hall, 173 Main St., Groton, MA 01450 or by email to humanresources@townofgroton.org. For questions please call 978-448-1145.

Application deadline is August 11, 2017