

### **East Goshen Township Seeks Recording Secretary**

East Goshen Township is seeking qualified candidates for the position of Recording Secretary. The Recording Secretary is responsible for taking minutes at Board of Supervisors meetings. The Board of Supervisors generally meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday evening of every month beginning at 7:00pm. On rare occasions (perhaps 3 or 4 times per year) the Board will meet on different evenings. Meetings vary in duration depending on the number and complexity of items on the agenda, although most meetings are adjourned before 9:30pm.

In addition, opportunities may exist for the Recording Secretary to take minutes at selected other Township Authority, Board and Commission (ABC) meetings, most of which meet once per month beginning at 7:00pm.

The Recording Secretary must have extremely strong written communication skills and excellent attention to detail, as evidenced by educational credentials and/or applicable experience. A basic understanding of the functions of a municipal government is also a plus.

Candidates should be aware that the Recording Secretary is paid on an hourly basis and is not entitled to Township benefits.

Interested candidates should send a cover letter and resume to Jon Altshul, Chief Financial Officer, at [jaltshul@eastgoshen.org](mailto:jaltshul@eastgoshen.org) by no later than May 1, 2017.