

Town of Groton

The Town of Groton NH seeks a minute taker to take minutes for all the monthly committee meetings including but not limited to the Planning Board Meetings, Zoning Board meetings, and Conservation Commission meetings.

This is a part time position with an annual stipend of \$1,200.00 (\$100.00 per month).

Qualifications required are applicants must be 18 years or older. Candidates must successfully complete a background check. Please submit your application/resume to Groton Select Board at 754 North Groton Road, Groton, NH 03241. Resumes will not be accepted by fax or e-mail. Serious inquiries only. Position open until filled.