

## **Recording Secretary – Conservation Commission**

The Town of Pelham, Conservation Commission, is taking applications/resumes for a part-time recording secretary with the following duties/responsibilities:

- Attend all Conservation Commission Meetings and Record Meeting Minutes
- Know all Statues for Posting and Post all Meeting Agendas and Meeting Minutes
- Other duties as assigned by Conservation Commission

Interested candidates should submit their resumes to the Board of Selectmen's Office, 6 Village Green, Pelham, NH 03076 Attn: Recording Secretary Candidate Search, by Friday, February 1, 2008.