



TOWN OF PELHAM

Cemetery Department

45 Marsh Road, NH 03076

Tel: (603) 635-6974

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Part-Time Employment Opportunity

Recording Secretary Vacancy

The Town of Pelham Cemetery Department is seeking applicants for a part-time recording secretary. This position would require minute taking from monthly Board of Trustee meetings, and the preparation of typing meeting minutes within statutory timeframes. Cemetery Board of Trustees meet the second Tuesday of the month at 9:00AM. This position would be for approximately 4 hours a month.

Applicants must possess a High School diploma or GED and strong typing and note taking skills. Experience with municipal record keeping preferred but not required. Starting pay up to \$16.50 per hour. This position does not offer benefits.

Applications can be obtained at the Gibson Cemetery office located at 45 Marsh Rd Pelham NH, or on the Town of Pelham web site at www.pelhamweb.com.

Please mail applications to:
Town of Pelham NH / Cemetery Department
(Attention: Board of Trustees)
45 Marsh Road
Pelham, NH 03076

This position will remain open until the position is filled