

Transcribe minutes from Town Commission meeting either during the meeting or from a recording.

Meeting is held on the third Wednesday of the month beginning at 6PM.

Transcribe minutes from Town Workshops either during the meeting or from a recording.

Meetings are held on the first Wednesday of the month at 6PM. Workshops do not occur every month.

Transcribe minutes from Town Special Meetings either during the meeting or from a recording.

Special Meetings are held @ 3 times per year.

All completed transcriptions are due within 25 days of the meeting date.

Salary commensurate with experience.