

# *New Hartford Public Schools Office of the Superintendent*

## **MINUTE TAKER/RECORDING SECRETARY FOR THE BOARD OF EDUCATION**

### **MINUTE TAKER:**

The New Hartford Public Schools is seeking a recording secretary/minute taker for the Board of Education Meetings. Responsibilities include attendance at meetings to record minutes in a specified Word format, and submit to the Superintendent's office within 48 hours of meetings.

### **QUALIFICATIONS:**

High school diploma required; ability to record information accurately; ability to transcribe minutes into a flowing summary of each discussion item; word processing skills; ability to work independently; well organized approach to task completion; demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary; ability to establish and maintain accurate files and records.

### **SEND COVER LETTER AND RESUME TO:**

Brian P. Murphy  
Superintendent of Schools  
P. O. Box 315  
New Hartford, CT 06057

A \$75.00 stipend will be paid for each meeting.

New Hartford Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, New Hartford Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the district has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

New Hartford Public Schools expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of New Hartford Public School's employees to perform their job duties may result in discipline up to and including discharge.