



## NOTICE OF VACANCY

The City of Salem seeks a Recording Clerk to take minutes at the Design Review Board and Salem Redevelopment Authority meetings. This could be filled by one Clerk for both boards, or a Clerk for each board.

### **POSITIONS:**

Design Review Board and Salem Redevelopment Authority Recording Clerk

### **RESPONSIBILITIES/SKILLS/QUALIFICATIONS:**

Attendance at all Board meetings is required. The ideal applicant is punctual, detail-oriented, and possesses excellent writing skills. Draft meeting minutes must be typed in Word format and e-mailed for review to the Planner of the Board within 3 days of the meeting date and a final draft version (addressing comments) with one week of the meeting date. The clerk would be required to attend occasional special meetings.

\$45.00 per hour meeting. Meeting schedules are as follows:

#### **Design Review Board:**

Fourth Wednesday of each month; 6:00PM

#### **Salem Redevelopment Authority:**

Second Wednesday of each month; 6:00PM

### **PHYSICAL DEMANDS:**

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of the job. While performing this job, the employee is required to communicate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Meetings are held via the zoom platform until further notice.

Qualified applicants are encouraged to apply to [jobs@salem.com](mailto:jobs@salem.com) no later than April 24, 2024.

The City of Salem is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status or genetic information.

### **Human Resources**

City of Salem, Lisa B. Cammarata, Director  
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Salem, Massachusetts 01970

April 3, 2024