



**NOTICE OF VACANCY
March 10, 2016**

POSITION: Transcriptionist

DEPARTMENT: Finance

SALARY: \$25.00 Hourly

HOURS: 5 - 20 hours per month

The Town of Framingham is seeking a Transcriptionist to take minutes at meetings of the Finance Committee. This is a part-time position at approximately 5-20 hours per month with compensation on an hourly basis.

The Finance Committee meets in the evening on the third Wednesday of the month, and weekly on Wednesdays during preparations for Annual Town Meeting in February/May, and Fall Town Meeting in September/November.

Responsibilities include attending all Finance Committee meetings, taking minutes during the meeting and preparing the final draft of meeting minutes. Minutes must be prepared/produced in compliance with the Commonwealth of Massachusetts Open Meeting Law and Public Records Law. <http://www.mass.gov/ago/government-resources/open-meeting-law/>

Required skill set:

- Proficiency in Windows-based computer software including MS Word and Excel,
- Excellent English language skills including grammar and spelling,
- Excellent listening skills
- Excellent proofreading skills
- Attention to detail
- Accuracy when dealing with dollar figures

Interested parties may access past meeting minutes of the Finance Committee on the Town's website at
<http://webapps.framinghamma.gov/weblink8/Browse.aspx?startid=35&dbid=0>

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.