



NOTICE OF VACANCY

The City of Salem seeks a Commission Clerk to take minutes at the Cemetery Commission meetings.

POSITION:

Commission Clerk

RESPONSIBILITIES/SKILLS/QUALIFICATIONS:

Attendance at all Commission 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 General Foreperson and Commission Chair within 3 days of the meeting date and a final draft version (addressing comments) with one week of the meeting date. Clerk would be required to attend occasional special meetings.

Meeting schedules are as follows:

Third Tuesday of each month; 6:00PM

\$45.00 per hour

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 role, employee is required to attend meetings and compose minutes. 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. Meetings are held remotely via the zoom platform until further notice and may be held in hybrid format.

Qualified applicants are encouraged to apply by sending a cover letter and resume to this email address: jobs@salem.com. Position open until a qualified candidate is chosen.

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
98 Washington Street, 3rd floor
Salem, Massachusetts 01970

May 19, 2023