

**BARNSTEAD PLANNING BOARD  
BARNSTEAD TOWN HALL  
RECORDING SECRETARY WANTED**

The Barnstead Planning Board has a part time position available for a Recording Secretary two evenings a month. Responsibilities include the recording of meeting and work session minutes and transcribing them within 144 hours of the meeting/work session. Candidates should have word processing skills, good listening skills and the ability to transcribe notes into minutes. Please email by March 30, 2018 a letter of interest and a resume to [plannngbrd@barnstead.org](mailto:plannngbrd@barnstead.org), please use Recording Secretary in the subject line.