

## Job Opening

The Town of Fletcher Selectboard is seeking an individual to fill an upcoming vacancy for a temporary part-time clerical position as the Secretary to the Selectboard. The duration of this position will be approximately six months from November 2022 through April 2023, and the duties are to:

- Attend Selectboard meetings on the first and third Monday of each month and record the minutes.
- Provide a draft of the minutes (via email to Board and Town Clerk) within 5 calendar days of the meeting.
- Finalize the minutes based on Selectboard input.

If you are interested, please email the Selectboard at [sb@fletchervt.net](mailto:sb@fletchervt.net), and attach a brief cover letter explaining why you are qualified for this position