

TOWN OF CEDAR LAKE

Office of the Town Administrator
7408 Constitution Avenue - PO BOX 707
Cedar Lake, IN 46303
(219) 374-7400 Fax (219) 374-8588



Recording Secretary

Posted: October 19, 2018
Deadline: **November 1, 2018 at 4:00 pm**
Job Function: Recording Secretary, Part-Time
Job Location: Cedar Lake Town Hall; 7408 Constitution Avenue,
Cedar Lake, IN 46303
Compensation: \$10.44 per hour; part-time

Job Summary:

The Town of Cedar Lake is seeking to fill the part-time position of Recording Secretary.

The successful candidate will perform a variety of clerical, administrative and technical work. The position is responsible for attending Board/Commission/Committee meetings. Compilation of meeting notes, recordings and transcription of meeting minutes; responsible for researching, planning, coordinating and communicating various meeting items.

Required Qualifications:

1. Graduation from high school education or GED equivalent, and
2. Excellent verbal and written communication skills are required and working experience with MS Office.
3. Evening availability and flexible scheduling is required.

Applicants will be required to take a pre-employment drug screening. Please email a resume, cover letter and completed application to jill.murr@cedarlakein.org before 4:00 pm on Friday, November 1, 2018. A full position description is available at Town Hall or via email request at jill.murr@cedarlakein.org. No phone calls please.

**Applications are available at the Town Hall or the Town's website:
www.cedarlakein.org**