

Secretary to the Planning Board and Zoning Board of Appeals

The Secretary attends the Planning Board meetings, which are held on the 3rd Monday of each month and the Zoning Board of Appeals meetings, which are held on the 4th Wednesday of each month (both at 7:00 p.m.). The Secretary is responsible for taking notes of the meetings and preparing the minutes. While the meetings are closed to the public, the minutes will also need to be transcribed.

The present rate of pay is \$75.00 per meeting, to attend and prepare minutes, with an additional \$25.00 per meeting to prepare the transcribed minutes.

Persons interested in this position should complete the application, background check and reference form found at the top of the Job Opportunities page and submit to the Town of Moreau Town Clerk, 351 Reynolds Road, Moreau, New York 12828.

The Town of Moreau is an equal opportunity, affirmative action employer.