

Recording Secretary Job Posting – Part-Time Position – Powell Township, Michigan

Summary: Powell Township is seeking a friendly and hard-working individual to serve the local community as a part-time RECORDING SECRETARY to provide accurate meeting records for various committees, commissions, and boards, as needed. The ideal candidate will have strong organization and written and verbal communication skills, a high level of recording accuracy and attention to detail, and the ability to maintain the confidentiality of sensitive information.

Key Responsibilities:

- Attend assigned meetings, special meetings, and public hearings.
- Coordinate with management to prepare agenda items and staff read-ahead packets.
- Accurately record and prepare meeting minutes, capturing all motions, decisions, and roll call votes, as required by the Michigan Open Meetings Act (OMA).
- Ensure draft minutes are completed and available for public inspection within eight (8) business days following the meeting.
- Finalize and make approved minutes available within five (5) business days after official approval by the board.
- Maintain and organize meeting-related documents and records.
- Operate and manage recording equipment during meetings.
- Assist with other administrative tasks as needed by the Township Clerk.

Qualifications: Candidate should have a high school diploma or equivalent. Proficiency in Microsoft Office applications, strong communication and organizational skills, attention to detail, and the ability to maintain confidentiality and work independently are required. Strong typing, grammar, and punctuation skills are required. Experience as a recording secretary, particularly in a government organization, is preferred. Administrative and recording training, and experience with office machinery, is also preferred.

Hours: Hours vary and include the following required hours or hours as needed and requested. Meetings typically occur in the evenings and last up to two (2) hours. Preparation, attendance, and post-event duties typically total three (3) hours per meeting. Location is usually Powell Township Hall or Fire Station 1 in Big Bay, Michigan.

- (REQUIRED) Planning Commission meetings, the last Thursday of the month at 7:00 P.M.
- (AS NEEDED) Fire Department meetings, the last Thursday of the month at 6:00 P.M.
- (AS NEEDED) Parks & Recreation meetings, the second Tuesday of the month at 6:30 P.M.
- (AS NEEDED) Board meetings, the third Tuesday of the month at 7:00 P.M.
- (AS NEEDED) Annual March and July Board of Review, budget, special, and emergency meetings, based on requests and availability

Compensation: This is a part-time, non-benefited position. Pay rate is \$14.00 per hour.

To Apply: Submit application, resume, cover letter, and three references to the Powell Township Clerk. Applications are available by request via phone, email, or in person during office hours (Mon & Thu 9AM-12PM), or directly from the job posting at powelltownship.org.

- **Submit in person, or in the drop box**, at 101 Bensinger, Big Bay, Michigan, 49808
- **OR email** the Powell Township Clerk at clerk@powelltownship.org
- **OR mail** to "Powell Township Clerk, P.O. Box 319, Big Bay, Michigan, 49808"

Powell Township is an equal-opportunity employer.