

## **KITTERY MINUTES RECORDER**

The Town of Kittery is seeking a qualified individual to record and transcribe minutes for various board meetings. Meetings are held in the evenings in the Council Chambers, at the Kittery Municipal Complex, 200 Rogers Road Ext., Kittery, Maine. Applicant(s) should possess good typing and grammatical skills. Stenography is helpful, but not essential. Compensation will depend on qualifications.

Please send letter of interest to the Town Clerk, 200 Rogers Road, Kittery, ME 03904 or call or email Maryann Place, at 207-475-1328, [mpplace@kitteryme.org](mailto:mpplace@kitteryme.org).