

Borough of Matawan

Recording Secretary for ADA Commission

RECORDING SECRETARY – Matawan ADA Commission is accepting applications for the position of part-time position of Recording Secretary. Seeking person with excellent communication, computer, interpersonal, and time management skills. Qualified candidates must be able to attend, coordinate, and manage all Quarterly Meetings, including preparation of agendas, record minutes, maintain and record all official documents. Monthly meetings may be comprised of approximately a total of 1 - 4 hours, at a flat rate of \$100.00 per meeting. Interested candidates shall submit cover letter with resume no later than January 31, 2024 to: Borough Administrator, Borough of Matawan, 201 Broad Street, Matawan, NJ 07747 or ryan.michelson@matawanborough.com. The Borough reserves the right to conduct interviews prior to January 31, 2024 as qualified candidates are identified. All Application materials are deemed confidential to the extent permitted by applicable law. The Borough of Matawan is an Equal Opportunity Employer.