



Planning and Zoning Commission Meeting Minutes Note Taker Job Description

Job Description

The Planning and Zoning Commission Note Taker is responsible for accurately recording the meeting minutes of each Planning and Zoning meeting for the Town of Bluff. The Note Taker will type notes on their computer in real-time, rework and polish the notes for clarity, and submit them to a member of the commission within five days of the meeting taking place. This position reports to the P&Z Chair.

Required Skills

- Attention to detail
- Ability to multitask
- Excellent listening skills
- Ability to produce clear, comprehensive notes
- Ability to commit to approximately 4 hours of work per month and attend all Planning and Zoning meetings
- Ability to work in a professional and courteous manner

Desired Skills

- Good typing skills
- Microsoft Word formatting knowledge
- Previous experience in note taking or secretarial work is helpful
- Flexible schedule to allow for work sessions or meetings as needed

Additional Requirements

- Access to personal computer
- Ability to attend virtual and/or in-person meetings

This is an independent contractor position without benefits. The hourly rate is dependent upon experience and skill set.