

Position Opening  
**City of Lafayette**



# **CONTRACT MINUTE TAKER**

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**SALARY** - \$23 per hour. This is not a benefited position.

**FILING DEADLINE** – Open until filled.

**POSITION** – Take and transcribe minutes from Planning Commission meetings. Planning meetings are held the 1st and 3rd Thursday of each month starting at 7:30 p.m. and may last from 3-4 hours. Although the minutes are captured on audio tape, the minute taker will be required to take rough notes at the meeting. Minutes from the meeting must be transcribed within six days, and detailed and accurate minutes are expected. Minutes must be delivered in a Word document.

**QUALIFICATIONS** – The minute taker must be reliable, demonstrate great attention to detail, and have excellent grammar and English skills. Prior experience taking minutes and possession of personal computer required. Demonstrated proficiency taking precise notes on a computer is a plus.

**SELECTION PROCESS** – A City application is required; resumes may be attached. Applications may be obtained from the City Offices, 3675 Mt. Diablo Blvd., Suite 210, Lafayette, California 94549 or by calling Kathy Foster, at (925) 299-3201 or download from the City's website at [www.ci.lafayette.ca.us](http://www.ci.lafayette.ca.us).

The most qualified applicants, as determined by an initial screening of the applications, will be invited to participate in the examination/interview process. Employees must be able to provide proof of citizenship or legal residency and must be able to pass a pre-employment physical prior to beginning work. The information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change.

The City is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Accommodations will be made upon request if you are disabled and need assistance in the recruitment process.