Job Title: Elections Board Minute Taker

Purpose: This position records the proceedings at weekly Board Meetings, ensuring transparency and proper record keeping for the Buncombe County Board of Elections.

Minimum Education and Experience: High school Diploma or GED required. Prior experience with minute taking is preferred, but not required.

Essential Functions:

- Attend all weekly Elections Board meetings, which are held Tuesdays after 5pm.
- Actively record the Board actions in writing as they occur.
- Edit notes post meeting and submit final draft to the Director.
- Make edits in a timely manner so that minutes can be approved at next meeting.

Knowledge, Skills, Abilities:

- Self-motivated and driven.
- Able to process verbal information and type quickly and accurately.
- Ability to meet deadlines.
- Experience with Microsoft Word or Google Docs is required.

Position Information:

This position is a part-time temporary position, averaging 15 hours each week. Candidate must be able to work Tuesday nights from 5pm-10pm. Other hours are flexible throughout the week.

Salary: $15/hr