

**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