



Recording Secretary, Planning & Zoning Commission

\$20-\$25 / hour depending on experience

The Town of Ridgefield is seeking applicants for a Recording Secretary to support the Planning & Zoning Commission. You will be asked to attend night meetings, take the minutes and record the votes. Meetings are hybrid currently (Zoom and in-person). In-person by the recording secretary is preferred; however, remote may be an option in the future.

The Secretary must be able to complete and email the official votes to the Town Clerk and P&Z Director's office within 48 hours of the meeting and email the final draft version of the meeting minutes within 7 days.

This is an independent contractor role, and you will be required to use your own computer and materials to support this position. A voice or video recording of the meeting can be emailed the day after the meeting if needed and the secretary can possess their own recording device if needed.

If interested and able, please respond directly to HR Director, Town of Ridgefield, at personnel@ridgefieldct.org. Include your hourly fee for services in your response. Current minutes are available on the Town's website: [All Planning and Zoning Commission Meeting Minutes | Ridgefield CT](#)

Meetings will be held in the evenings starting typically at 7:00 pm. Meetings are typically on Tuesday evenings twice per month. Special meetings will require more evenings. There may be times when the recording secretary will be asked to do Inland-Wetlands meeting minutes, if available.