



BOONE COUNTY PLANNING COMMISSION

www.boonecountyky.org/pc
www.boonecountygis.com

Boone County Administration Building
2950 Washington Street, Room 317
P.O. Box 958
Burlington, KY 41005

Phone (859) 334-2196; Fax (859) 334-2264
plancom@boonecountyky.org

Recording Clerk – Contract Position

The Boone County Planning Commission is currently accepting resumes for the position of a part-time Recording Clerk. This is a contracted position. The primary duties of this position are to take, transcribe, edit and distribute minutes from several different Boards at evening monthly meetings (up to 5 per month). Applicants should have a minimum of 4 years of secretarial/recording clerk experience or equivalent training/education which provides the desired knowledge, skills and abilities needed for the position. Compensation will be approximately \$15.00 - \$18.00/hour and be based upon qualifications and experience. Interested applicants shall submit a letter of interest and resume to:

Boone County Planning Commission
Attention: Treva Beagle
P.O. Box 958
2950 Washington St., Rm 317
Burlington, KY 41005
tbeagle@boonecountyky.org