



## **BOONE COUNTY PLANNING COMMISSION**

[www.boonecountyky.org/pc](http://www.boonecountyky.org/pc)  
[www.boonecountygis.com](http://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](mailto:plancom@boonecountyky.org)

### **Recording Secretary**

The Boone County Planning Commission is currently accepting resumes for the position of a part-time Recording Secretary. This is a contracted position. The primary duties of this position are to transcribe from audio and video devices, edit and distribute minutes from several different Board Meetings (on an average of 3 per month and attendance is optional at these meetings). 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](mailto:tbeagle@boonecountyky.org)**