

**Part Time Secretary/Administrator to the  
Conservation Commission**

The Town of Madison is accepting applications for a part-time Secretary/Assistant for the Madison Conservation Commission.

Preferred candidate should have office secretarial experience. Duties include taking meeting minutes, working with the commission chair to draft the agenda, preparing mail correspondence, and general office applications. Background check required.

There are no benefits with this position. Full job description and applications are available on the Town website or at Town Hall.