

The Town is seeking two part-time (20 hours per week) support staff members for a short-term building permit project. Email resumes and letters with availability information for August through October to the Town Clerk.

Description: Implementation of a grant for improving access to and preserving historic building permit data by:

- preparing and scanning old, fragile records efficiently to produce accurate scans of the highest quality possible using a Fujitsu fi 7280 scanner
- managing scanned files
- using a spread sheet to create a catalog of building plans
- entering data into internet-based forms.

Some of the plans to be cataloged are located in dirty and unpleasant locations.

Qualifications: Scanning skills, Computer literacy, Spread sheet skills, Typing, Data Entry Skills, Neat legible handwriting, Attention to Detail, Thoroughness, Ability to work quickly and accurately, Ability to work well as part of a small team in an open, group setting.