

# Public Notice: Recording Secretary Position Available

The Beauregard Fire Protection District #3 is seeking qualified applicants for the position of Recording Secretary. Duties include, but are not limited to, generating agendas for monthly meetings, attending board meetings once a month, and recording meeting minutes for accurate transcription. Familiarity with local government operations is preferred and considered a plus. Interested individuals are encouraged to apply. For more information on application procedures, please contact the Beauregard Fire Protection District #3 Chairman at [rray449@gmail.com](mailto:rray449@gmail.com). Resumes can be emailed to [rray449@gmail.com](mailto:rray449@gmail.com) or [ruthiehuckabyjp@yahoo.com](mailto:ruthiehuckabyjp@yahoo.com). Deadline for resumes to be received is close of business on February 27, 2026.