



## Selectmen's Office

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Essex Town Hall  
29 West Avenue, Essex, CT 06426  
Telephone: 860-767-4340 Fax 860-767-8509

### POSITION OPEN

### PART TIME TEMPORARY LAND USE FILE COORDINATOR

The Town of Essex is currently accepting applications for a **temporary** part time (5 – 10 hours per week) Land Use File Coordinator in the Land Use Department with an expected start date of August 1st. The coordinator will be responsible for scanning and storing land use files and plans onto the Town's local area network. The coordinator must be willing to work on an as needed basis Monday through Friday. This position is not eligible for benefits under the current Town policy.

Salary: Compensation for this position is expected to start at \$8.75 per hour.

Knowledge: Ability to interpret engineering and architectural plans, drawings and specifications is desired but not required. A working knowledge of computer applications and technical equipment is desirable. The ability to establish and maintain an effective working relationship with Town officials, employees, and the general Public is necessary. The ability to write clear and concise reports and correspondence is desired.

Application and job description may be obtained in the Selectman's Office Monday through Friday from 9:00 a.m. through 4:00 pm or on the Town of Essex Website [www.essexct.gov](http://www.essexct.gov). Applications will be accepted until Friday July 25, 2014 at 4pm and should be sent along with a resume and cover letter to: **Selectmen's Office, Essex Town Hall, 29 West Avenue, Essex, CT 06426.**

This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

### **THE TOWN OF ESSEX IS AN EQUAL OPPORTUNITY EMPLOYER**

Norman M. Needleman, First Selectman  
Stacia R. Libby, Selectman  
Bruce M. Glowac, Selectman

July 11, 2014