



Selectmen's Office

Essex Town Hall

29 West Avenue, Essex, CT 06426

Telephone: 860-767-4340 Fax 860-767-8509

POSITION OPEN **PART TIME ADMINISTRATIVE SECRETARY**

The Town of Essex is presently accepting applications for a part-time (15 hours per week) position in the Selectmen's Office. Salary for this position is expected to start at \$15.25 per hour.

Candidate must be able to perform administrative and secretarial work for the Selectmen's Office.

Candidate Requirements Include:

- Greets and assists the public in the Selectmen's Office and responds to incoming general phone calls; re-routes incoming calls as required.
- Word processes letters, reports and records from hand-written notes, rough copy or recording equipment.
- Creates, organizes and maintains confidential information as directed.
- Maintains calendar for Town Hall functions and meeting room usage.
- Coordinates Main Street banner scheduling.
- Receives and processes Town Hall incoming mail and faxes.
- Provides administrative support to the Director of Public Works.
- Provides oversight of office equipment, including copier and postage meter supplies.
- Maintains availability of Town handouts and forms, such as: job, pistol permit, banner requests, conference room reservations, and Harbor Mooring applications.
- Must be able to provide high-level of customer service to the public and to effectively interact with co-workers.

Applications may be obtained in the Selectmen's Office Monday through Friday from 9:00 am to 4:00 pm or on the Town of Essex website www.essexct.gov. Applications must be completed and submitted by [Tuesday, April 22, 2014](#) at 4:00 pm and should be sent to: **Selectmen's Office, Essex Town Hall, 29 West Avenue, Essex, CT 06426.**

THE TOWN OF ESSEX IS AN EQUAL OPPORTUNITY EMPLOYER

Norman M. Needleman, First Selectman

Stacia R. Libby, Selectman

Bruce M. Glowac, Selectman

April 8, 2014