



Selectmen's Office

Essex Town Hall

29 West Avenue, Essex, CT 06426

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

HELP WANTED

FULL TIME

ADMINISTRATIVE ASSISTANT TO THE TOWN CLERK

The Town of Essex is currently accepting applications for the position of Administrative Assistant to the Town Clerk with a salary range of \$20.00 to \$24.34 per hour.

Position Definition: Performs administrative and assistant duties of a confidential and complex nature for the Town Clerk's Office. The work involves extensive public contact and providing information and in issuance of licenses. Work is performed in accordance with the General Statutes of the State of Connecticut.

Examples of Essential Duties:

- ✓ Receives instruction and direction from the Town Clerk and work according to established office procedures.
- ✓ Performs secretarial and administrative work of a complex and responsible nature for the Town Clerk.
- ✓ Plans and organizes work according to established or standard office procedures, performs work independently, establishing priorities within work assignment.
- ✓ A working knowledge of the functions, activities and responsibilities of municipal government is desirable.
- ✓ Must be able to perform word and data processing with skill and accuracy.
- ✓ Ability to anticipate clerical requirements and to initiate and perform detailed work with little supervision.
- ✓ Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic and schedule form.
- ✓ Must be highly organized and have the ability to efficiently process paperwork accurately and efficiently.
- ✓ Must have the ability to establish effective working relationships with the public.
- ✓ Serve as a Notary public.

Requirements:

The following skills and qualifications are helpful in being prepared to perform the duties of the job:

1. High school graduate supplemented by courses or experience in clerical work and office procedures.
2. Ability to relate positively and with courtesy when working with the public and act discretely in processing sensitive information.
3. Ability to operate computer and basic software programs.
4. Must be able to acquire a Notary public certification within six months.

Applications may be obtained in the Selectman's Office Monday through Friday from 9:00 a.m. to 4:00 p.m. or on the Town of Essex website www.essexct.gov. Applications will be accepted until [Friday, October 11, 2013](#) at 2:00 pm and should be sent to: Town Clerk's Office, Town of Essex, 29 West Avenue, Essex, CT 06426.

THE TOWN OF ESSEX IS AN EQUAL OPPORTUNITY EMPLOYER

Norman M. Needleman, First Selectman

Stacia R. Libby, Selectman

Joel B. Marzi, Selectman