



Selectmen's Office

Essex Town Hall

29 West Avenue, Essex, CT 06426

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

POSITION OPEN

PARK & RECREATION COMMISSION BOARD CLERK

The Town of Essex is presently accepting applications for a part-time position of clerk for the Park & Recreation Commission Board at their regularly scheduled meetings on the first Wednesday of each month at 7:00 pm. The position requires attendance at regularly scheduled meetings as well as special meetings when scheduled. Familiarity with Freedom of Information guidelines with regard to meeting minutes and prior experience as a recording secretary is preferred. Salary for this position is expected to start at \$19.24 per hour.

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 under Employment Opportunities. Applications must be completed and submitted by [Friday, December 19, 2014](#) at 3:00 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

December 3, 2014