



## 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

### HARBOR COMMISSION BOARD CLERK

The Town of Essex is presently accepting applications for a part-time position of clerk for the Harbor Commission at their regularly scheduled meetings on the third Thursday of each month at 7:30 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. The annual fee paid by the Town to the Harbor Commission Board Clerk will range from a minimum of \$2,690 to a maximum of \$3,276

Applications and a full position description may be obtained in the Selectmen's Office Monday through Friday from 9:00 a.m. to 4:00 pm or on the website [www.essexct.gov](http://www.essexct.gov) under Employment Opportunities. For more information contact Maria Lucarelli at (860) 767-4340 x 112 or [mlucarelli@essexct.gov](mailto:mlucarelli@essexct.gov).

Applications must be completed and submitted by [Tuesday, October 1, 2013](#) at 2:00 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

Joel B. Marzi, Selectman

September 17, 2013