



Selectmen's Office

Essex Town Hall

29 West Avenue, Essex, CT 06426

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

POSITION OPEN

RETIREMENT BOARD CLERK

The Town of Essex is presently accepting applications for a part-time position of clerk for the Retirement Board at their regularly scheduled meetings on the second Tuesday of each month at 5:00 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 \$18.68 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 [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 18, 2013