



Selectmen's Office

Essex Town Hall

29 West Avenue, Essex, CT 06426

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

POSITION OPEN

ZONING COMMISSION BOARD CLERK

The Town of Essex is presently accepting applications for a part-time (Average of 10 hours per month) position of clerk for the Zoning Commission Board at their regularly scheduled meetings on the fourth Monday 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 \$19.82 per hour.

Applications and Job Descriptions 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 to: **Selectmen's Office, Essex Town Hall, 29 West Avenue, Essex, CT 06426**. Position will be open until filled.

THE TOWN OF ESSEX IS AN EQUAL OPPORTUNITY EMPLOYER

Norman M. Needleman, First Selectman

Stacia R. Libby, Selectman

Bruce M. Glowac, Selectman

January 26, 2016