



PART-TIME RECORDING CLERK

Land Use Department

TO APPLY

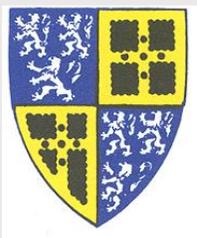
Visit www.oldsaybrookct.gov
and select Jobs, Bids, RFPs/
View Job Opportunities

OR

Send resume and cover letter by
regular mail or email to:

Office of the First Selectman
Town of Old Saybrook
302 Main Street
Old Saybrook, CT 06475
chris.costa@oldsaybrookct.gov

No phone or in-person inquiries



JOB DESCRIPTION

Perform administrative work of a complex and responsible nature. This position will work in conjunction with the director and Land Use staff to coordinate specific tasks related to evening meetings of the Land Use boards and commissions. High school degree required. Hours will average up to 5 per week and include evening meetings. Pay rate is \$23 per hour.

ARE YOU...

- Organized
- A good listener & communicator
- Comfortable with virtual meetings
- Computer literate
- Willing to learn

WE OFFER...

- Flexible schedule
- On-the-job training
- Competitive hourly rate