

Part-time Recording Clerk

The Town of Old Saybrook is looking for a part-time Recording Clerk to perform administrative work of a complex and responsible nature in the Land Use Department. 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 or commissions. High school degree required. Hours will average up to 5 per week and include evening meetings. Pay rate is \$20.00 per hour. If interested, please send resume with cover letter to: Office of the First Selectman, Town of Old Saybrook, 302 Main Street, Old Saybrook, CT 06475. No phone or in-person inquiries. Position open until filled.