

RECORDING CLERK

WANTED

MEETINGS

CLERK

CITY OF SHELTON

Clerk wanted for Inland Wetlands Commission meetings

Attend monthly meetings, tape, record via Zoom, transcribe and file minutes. Meetings last approximately 1 hour, occasionally longer. Minutes to be transcribed/typed from home.

Qualifications: Must be deadline oriented, possess strong typing skills and some technical skills with knowledge of Zoom. Resolutions made at meetings must be typed and submitted within 48 hours. Full set of minutes must be typed and submitted within seven days.

WHEN: Meetings occur once a month, the 2nd Tuesday of each month.

TIME: Meeting time: 6 pm

WHERE: Shelton City Hall

Salary: \$ 22.00/Hour

Applications/resumes accepted at Shelton City Hall, HR Dept., 54 Hill Street, Shelton, CT 06484. Go to WWW.CITYOFSHELTON.ORG click on job opportunities for application. EOE