



Job Posting: Part-Time Recording Clerk – City of Shelton

The City of Shelton is seeking a Recording Clerk to support five (5) city committees.

Responsibilities:

- Attend monthly committee meetings (typically held once a month on the 2nd Tuesday at 6:00 PM at Shelton City Hall).
- Record meetings via Zoom and audio tape.
- Transcribe and file minutes in accordance with the City Charter.
- Submit typed resolutions within 48 hours and complete minutes within seven (7) days.
- Meetings generally last approximately one (1) hour, with occasional longer durations.
- Minutes must be transcribed remotely (from home).

Qualifications:

- Strong typing and transcription skills.
- Technical proficiency, including Zoom operation.
- Ability to meet strict deadlines.
- Excellent attention to detail and written communication.

Compensation:

- \$22.00 per hour

How to Apply:

Submit your application and/or résumé to:
City of Shelton – Human Resources Department
54 Hill Street, Shelton, CT 06484

Applications are available online at www.cityofshelton.org under “Job Opportunities.”
Equal Opportunity Employer (EOE)