

TOWN OF CHESHIRE
EMPLOYMENT ANNOUNCEMENT

MINUTES CLERKS

DEADLINE: APRIL 5, 2024

The Town of Cheshire is seeking to hire Minutes Clerks for various Town volunteer boards, commissions and committees. Responsibilities include assisting with preparation of meeting agendas, attending meetings, and typing, filing and distributing concise and accurate minutes within a designated time frame. Will work in conjunction with Town staff and committee Chairs. Competency with Microsoft Word and emailing attachments required. Training on the requirements, format, content and dissemination of minutes will be provided. Most meetings are held in the evenings Monday through Thursday, although a few commissions meet in the mornings. Minutes can be typed at a location convenient for the clerk, and the Town will provide access to a laptop and printer as needed. This position is a part-time position; pay is \$25 per hour, with an increase to \$30 per hour upon completion of a six-month probationary period. Application and cover letter should be submitted to Human Resources Director Jaime M. LaMere at jlamere@cheshirect.org by April 5, 2024. Applications can be found on the Town's website www.cheshirect.org or in Town Hall, Room 115.

The Town of Cheshire is an EEOE, M/F/D/V.

This job announcement has been posted and published in conformance with Section 5 of the Town of Cheshire Personnel Rules and Regulations.

cc:	Police	Town Garage	Parks Garage
	Senior Center	Fire	Library
	Parks and Recreation	Human Services	Collector of Revenue
	Town Clerk	WWTP	Animal Control
	Registrar of Voters	Assessor	Finance
	Planning	Building	Public Works
	Fine Arts	Town Manager	Economic Development
	Community Pool		