

## **Opening for:**

### **Substitute Clerk**

Substitute Clerk needed for various Boards and Commissions to take minutes at meetings when current clerk is unavailable. These duties will be performed on an as-needed basis. Opportunity to transition to a permanent position, pending further vacancy.

#### **Essential Duties and Responsibilities:**

- Prepare draft agenda from material submitted by board, develop and collate final agenda with supplemental material for distribution and file with the Town Clerk.
- Prepare and distribute meeting materials from Board mailboxes for Regular Board meetings, Special Board meetings, as well as various Board/Committee meetings.
- Record and prepare minutes at the Board Meetings, including recording the essential content of discussion, motions and votes, transcribing notes and checking draft copies of minutes for appropriate grammar, technical terminology, and spelling, within 7 calendar days after meeting, and file with the Town Clerk.

**Please contact the First Selectman's Office for further information at  
203-729-4340.**