



Town of Easton

TOWN HALL - 225 CENTER ROAD, P.O. BOX 61
EASTON, CONNECTICUT 06612

TELEPHONE (203) 268-6291
FAX (203) 268-4928

Building/Health Secretary

The Town of Easton is seeking a part time secretary for the Building and Health Department. This is a part time, 20 hours per week non benefitted union position. Working hours are Monday through Friday, 8:30 a.m. to 12:30 p.m. Starting wage is \$17.19 per hour and the position includes paid holidays.

Applicants should have at minimum a High School Diploma or equivalent and at least 2 years of secretarial experience. The successful candidate must be highly organized, fluent with Microsoft Office Suite programs, and possess strong customer service skills.

Closing date is October 5, 2015

Send resume and cover letter to Suzette Bryan, sbryan@eastonct.gov