

Job Posting

Conservation Commission/Inland Wetlands Agency Part Time Secretary

The Town of Easton is seeking a part time secretary for the Conservation Commission/Inland Wetlands Agency. 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 \$17.62 per hour, and the position includes paid holidays.

Applicants should have at minimum a High School Diploma or equivalent and at least two years of secretarial experience. The successful candidate must possess good writing skills, be highly organized, fluent with Microsoft Office Suite programs, and have strong customer service skills. Must be available for semi-monthly evening meetings.

Please submit cover letter and resume to Suzette Bryan at
sbryan@eastonct.gov

Or mail to:

Town of Easton

225 Center Rd.

Easton, CT 06612