

The Town of Colchester is seeking qualified candidates for the position of per-diem meeting clerk for the Board of Finance. Responsibilities include attending all meetings, posting meeting agenda, taking minutes at meetings, and posting meeting minutes in accordance with FOIA. Candidate must have general knowledge of meeting agendas and minutes and strong word processing skills. Knowledge of Robert's Rules of Order preferred. Compensation rate is \$60.00 per meeting. BOF meetings are held on the first and third Wednesday of each month at 7:00pm.

All applicants must submit a completed Employment Application available at www.colchesterct.gov. Send application and resume to: Heide Perham, Executive Assistant First Selectman's Office 127 Norwich Avenue, Colchester, CT 06415. Or via email to: hperham@colchesterct.gov