

**City of Meriden
Assistant City Clerk**

This is responsible clerical and administrative work involving the recording and administration of land, vital statistics and election documents.

Work involves responsibility for the storage and retrieval of documents, maps, records, and files and for the administration of application and filing procedures. Duties include a receiving, recording, filing and microfilming documents, recording voter and election information, issuing licenses and permits, and routine clerical tasks. This position also has the responsibility for making standard records management technical decisions. The work requires that the employee have a considerable knowledge, skill and ability in every phase of the records management responsibilities of a City Clerk's Office.

An associate's degree in business administration or a related field plus one year of responsible records management experience, or a high school diploma or the equivalent including or supplemented by courses in business or records management plus three years of responsible records management experience substituting on a year – for – year basis. Salary \$23.80 per hour/40-hr work week. Apply on line at <https://tinyurl.com/meridencareers> and e-mail your resumes/applications to humanresources@meridenct.gov. Last date to apply is Tuesday, March 19, 2019.

E.O.E.