



**City of Meriden
Vacancy Announcement**

Temporary Clerical position for the City of Meriden Transfer Station

August 3, 2022

The City of Meriden is hiring a Temporary, part-time position (up to 19.75 hours per week) to assist with providing general administrative support to the Public Works Department, specifically in the Meriden Transfer Station. This position works under the supervision and the direction of the Director of Public Works and/or his designee.

Examples of duties:

- Greets and directs customers as needed;
- Accepts, processes and accounts for monies received;
- Interacts with internal employees and external clients;
- Take inquiries over the telephone and in person regarding Transfer Station matters. The work requires that the employee have knowledge, skill and ability in the ability to transact and account for funds received;
- Good communication skills;
- Proficient with Microsoft Office products such as Word and Excel.
- Duties also include preparing reports and record keeping finances within the department;
- Ability to work independently with little to no supervision;
- No holidays, vacations or sick time;
- Performs related work as required by the Director of Public Works and/or his designee.
- Anticipated schedule: 4 to 5.5 hour work day up to 3 days per week. (Mondays, Wednesdays and every other Saturday), subject to change per Transfer Station needs.

Salary is \$17.00 to \$18.00 per hour. Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to humanresources@meridenct.gov. Applications are also available in the Meriden Human Resources Department, City Hall, 142 East Main Street. (M-F, 8:00 am to 5:00pm)

The position will remain open until filled.

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