

**JOB TITLE:** Part-time, seasonal Zoning Enforcement Technician

**SALARY:** \$29.63 per hour

**HOURS:** 15 hours per week; may include some weekend and evening hours

**NATURE OF WORK:** The City of Meriden is seeking applicants for a temporary support staff position in the Department of Development & Enforcement. Duties will include assigned zoning enforcement investigations, providing the information on zoning requirements and procedures to the public, maintaining the database on zoning complaints and enforcement and general office work. Other tasks and responsibilities to be assigned as needed based on experience and capabilities, including but not limited to possible attendance at evening meetings, verification of posting of public hearing signs, and willingness to testify in court.

**SPECIAL SKILLS & REQUIREMENTS:** The ideal candidate will have customer service experience as well as some experience with research of the land records and property cards, the ability to interpret site plans and to use computerized file maintenance and/or permitting software.

Education or experience in zoning enforcement or land use is strongly preferred. Bilingual is a plus.

**PHYSICAL DEMANDS:** Work may be performed outside during different weather conditions and in a regular office environment. There may be some walking, standing, stooping, carrying of items such as papers, books, plans, and driving an automobile.

**QUALIFICATIONS:** High school graduate or the equivalent. Must have a valid Connecticut driver's license. CZET or CAZEO preferred.

**UNION AFFILIATION:** This is a temporary non-union position.

**APPLY:** Apply on line at <https://tinyurl.com/meridencareers> and e-mail your resumes/applications to [humanresources@meridencct.gov](mailto:humanresources@meridencct.gov).

Applications can also be mailed to: City of Meriden  
Human Resources  
142 East Main Street  
Meriden CT 06450

Position will be open until filled. E.O.E.