**City of Meriden**

**JOB ANNOUNCEMENT**

 **March 25, 2024**

**Temporary Office Worker in Building/Planning**

The City of Meriden is hiring for a Temporary/Seasonal clerical position (up to 19.75 hours per week) to assist with providing general administrative support to the Building/Planning Department. This position works under the supervision and the direction of the Director of Director of Planning, Development & Enforcement.

Examples of Duties:

* Maintains files/Files documents
* Greets Public/Handles incoming phone calls
* Proficient with Microsoft Office products, such as Word and Excel.
* Duties also include mail processing, typing correspondence, preparing reports and record keeping.
* Adapt as needed to a fast-paced environment
* No holidays, vacations or sick time
* Performs related work as required

Salary is $20.00 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.

The position will remain open until filled.

E.O.E