

**TOWN OF SOMERS
POSITION OPENING
Part-time Recording Secretary**

The Town of Somers currently has one opening for a Part-time Recording Secretary. The position requires the individual to attend Regular meeting dates, take minutes and transcribe for the Board of Finance, Conservation Commission, Planning Commission, WPCA Commission, Zoning Commission and the Zoning Board of Appeals, there are 1-2 meetings weekly basis; the individual will also be expected to attend any special meetings as necessary. The weekly hours should not exceed 19 hours per week with an hourly rate of \$11.00 per hour. Please see the [Position Description](#) for more detail and qualifications. Qualified applicants may express their interest by submitting a completed [application](#), resume and cover letter.

By e-mail to: opsmanager@somersct.gov

Or by Mail to: Operations Manager
Town of Somers
600 Main Street
P.O. Box 308
Somers, CT 06071

Or by Fax to: 860-763-8228

NO PHONE CALLS PLEASE EEOC, 6/2/2