

JOB ANNOUNCEMENT

The City of Norwich announces an open examination to fill a vacancy and establish an eligibility list for the following classification:

55701 – RECORDS CLERK

City Clerk's Office

Open Until: Thursday, August 4, 2022 at 04:30 PM EST

Rate of Pay: \$43,560.06 - \$52,263.37



General Description

This is responsible office clerical work involving the performance of varied record keeping assignments in the City Clerk's office. Work involves responsibility for carrying out varied record keeping functions pertaining to land records, maps, vital statistics and the processing of various licenses. Duties include filing, microfilming, counter work, phone answering, forms distribution and typing of various reports related to the functions of the City Clerk's office. This position also has the responsibility for making routine clerical decisions. The work requires that the employee have some knowledge, skill and ability in standard office procedures, office equipment and dealing with the public.

Qualifications

A high school diploma or the equivalent, plus two years' experience in clerical work including public contact, or an equivalent combination of education and experience which provides a demonstrated ability to perform the duties of the position.

Important Information

In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement.

You must reside within the State of Connecticut, 60 miles from Norwich within one year of appointment.

The complete job description is available online.

Examination will consist of 100% written.