

**TOWN OF ROCKY HILL JOB POSTING
DEPARTMENT OF PARKS & RECREATION
PART-TIME CLERICAL ASSISTANT**

The Town of Rocky Hill is seeking qualified candidates to fill the position of a Part-Time Clerical Assistant. Please view the job description online:

https://www.rockyhillct.gov/departments/human_resources/employment_opportunities.php

This position is a non-bargaining unit position. Salary is \$12.00 per hour. Anticipated work schedule of Monday – Friday from 12:00 – 4:00 p.m. 20 hours per week, with possibility of additional hours based on business needs. In the absence of the Office Manager **must** cover vacation. Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which clearly demonstrates how the applicant meets the qualifications listed in the job description; and 3) A completed Town of Rocky Hill application. Please submit all application materials to Rita Chhabra (parksandrec@rockyhillct.gov) via electronic mail. Applications will be accepted until the position is filled.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA