



Town of Portland, Connecticut

33 East Main Street ■ P.O. Box 71 ■ Portland, CT 06480-0071
www.portlandct.org ■ Phone: (860) 342-6715 ■ Fax: (860) 342-6714
Equal Opportunity Provider and Employer
Office of the First Selectman

Clerk part-time

Town of Portland, Connecticut (EOE)

Hourly Wage: \$23.40

Deadline: 1/30/2026

Send Town application to: ***First Selectman's Office, P.O. Box 71, Portland, CT 06480***

\$23.40 per hour; 8 hours weekly at the Senior Center, non-union/non-exempt position. Subject to pre-employment drug/alcohol testing. All qualified applicants will be considered for employment without regard to race, color, religion, sex, or national origin.

Qualifications: High School diploma or GED equivalent; must have a valid Connecticut Driver's License. Must have good knowledge, skill and ability in general office procedures, secretarial techniques, bookkeeping and various word processing computer applications.

Essential Duties and Responsibilities:

- General office duties
- Maintain database
- Maintain the Key-Log
- Assist in posting notices on the Senior Center bulletin board and create flyers
- Research and brainstorm with staff on ideas for trips/events
- Provide office support to the Senior Center Administrative Assistant