



## Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071  
[www.portlandct.org](http://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