

**JOB POSTING
LAND USE/BUILDING CLERK**

The Town of Ashford is seeking applicants for the position of Land Use/Building Clerk. This is a union position.

This is responsible clerical work involving the performance of various administrative and general office duties for the Building Official, Wetlands Officer and Zoning Enforcement Officer. Work involves responsibility for the storage and retrieval of documents, maps, records and files and the administration of application and filing procedures. Duties include collecting building fees and routine clerical tasks. This position also has the responsibility of making routine records management technical decisions. The work requires that the employee have considerable knowledge, skill, and ability in every phase of the records management responsibilities of the Land Use/Building Departments.

The Land/Use Building Clerk position is thirty-five (35) hours per week, four (4) days per week, Monday, Tuesday, Wednesday and Friday. The anticipated starting salary is between \$23.90-\$26.55 per hour with excellent benefits. A complete job description and application form are available on the Ashford town website www.ashfordtownhall.org (under CONTACT US) or by contacting the Selectmen's Office.

Applications/resumes will be received by the Selectmen's Office until noon Wednesday, August 21, 2024.

**TOWN OF ASHFORD
5 Town Hall Road, Ashford, CT 06278
(860)487-4400**

The Town of Ashford is an equal opportunity provider and employer