



TOWN of TOLLAND/ 21 tolland green, tolland connecticut 06084

COMMISSION CLERKS

The Town of Tolland seeks applications for Commission Clerks for Boards and Commissions. Current vacancy is for our Blight Committee. Duties include: attending meetings, taking, writing, filing and e-mailing minutes. The Blight Committee meets twice per month on the first and third Wednesday. Pay is \$70 per meeting. Meetings begin at 7:00 p.m.

We are also looking to develop a pool of fill-in clerks. The pay and number of meetings per month vary. Other meetings normally begin at 7:00 or 7:30 p.m.

Applications are available in the Town Manager's Office, 21 Tolland Green or by phone at (860) 871-3600. All applications are due February 1, 2016 at 4:00 PM. EOE/AA Employer