



The Town of Middlebury is currently seeking an individual to fill the role of Recording Clerk. This is a year-round non-benefitted part-time position. Suitable applicants must be able and willing to attend monthly evening meetings at the Shepardson Community Center to perform required Clerk duties.

Qualified candidates will have a minimum of a high school diploma and experience taking minutes according to the State of Connecticut FOI regulations – or, the equivalent of one to three years of administrative support experience. The recording clerk is expected to work independently in order to complete, revise, and disseminate meeting minutes and agendas with the Town of Middlebury staff. General office skills in typing and word processing and user knowledge of personal computers and Windows-based software programs are required.

Those interested are encouraged to contact pkurze@middlebury-ct.org to request an employment application.

The Town of Middlebury is an equal-opportunity employer
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