

# JOB ANNOUNCEMENT

## City Clerk

City of Norwich

Salary: \$65,000 — \$68,000

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Norwich is a southeastern Connecticut City with a population of about 40,500. It has a Council/Manager form of government with a Mayor as part of a seven member City Council.

The City Clerk in Norwich is a non-classified department head, appointed by and working closely with the City Council.

With a full-time staff of three, the City Clerk performs highly responsible administrative and technical work involving the recording and retention of the City's land records, administration of elections, issuance of various licenses and permits, and the registration of vital statistics. (There is one hospital in Norwich.)

In addition, the City Clerk attends and records regular and special City Council meetings, preparing and maintaining minutes and agendas.

**QUALIFICATIONS:** An associates degree in business administration, public administration or political science, plus five years of progressively responsible experience in a municipal town or City Clerks office, or an equivalent combination of experience and training in records management and office administration. Certification as a Municipal Clerk is desirable, or the successful completion of the state certification program within three years of appointment.

*Copies of the complete job description are available in the City of Norwich Human Resources Department.*

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Applications must be received by **4:30 p.m., Friday, November 4, 2011** in the Human Resources Department, City Hall, 100 Broadway, Room 213, Norwich, CT 06360. **In order to be considered, applicants must demonstrate on their application that they meet the minimum qualifications as stated in the job announcement.** To obtain an employment application, visit our website at [www.norwichct.org](http://www.norwichct.org). **For questions or additional information, call (860) 823-3786.**

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10/17/11 *Blm*