

Assistant Town Clerk & Assistant
Registrar of Vital Statistics

Part time position – 3 days a week

(22 ½ hours)- \$18.00. Ability to work with

details and accuracy in recording information.

Utilize computer software and other workplace
technologies typically needed in the business

field such as spreadsheets and word processing, as well

as an ability to learn frequently evolving software

regarding elections and vital records. Ability to acquire a working
knowledge of laws and regulations regarding State Statutes.

Must exercise confidentiality and possess exceptional customer service skills.

State certification is required within two years.

Email resume to **townofbethany@bethany-ct.com**