



**TOWN OF BROOKFIELD**  
**100 Pocono Road**  
**Brookfield, CT 06804**

## JOB OPPORTUNITY

Recruiter/Contact:	Fern Smenyak, Director of Human Resources P.O. Box 5106, 100 Pocono Rd. email: <a href="mailto:fsmenyak@brookfieldct.gov">fsmenyak@brookfieldct.gov</a> Brookfield, CT 06804 Fax: 203-775-4068
Posting Date:	September 16, 2022
Job Title:	EVENING COMMISSION SECRETARY
Department:	LAND USE
Job Level and Rate:	\$24.26 per hour
Job Description:	<b>PART-TIME EVENING COMMISSION SECRETARY</b> Applicant must be able to attend all evening meetings for Inland Wetlands Commission, and Zoning Board of Appeals. Responsible for taking notes, recording motions, filing meeting agendas and minutes. A full job description is available at the Human Resources Department. Applications must be submitted to the Human Resources Department or submitted online via Brookfield's Town Website. ( <a href="http://www.brookfieldct.gov">www.brookfieldct.gov</a> ) <b><u>Applications/Resumes will be received until position is filled. Equal Opportunity Employer.</u></b>
Work Schedule:	Attend Inland Wetlands Commission Meetings (2 <sup>nd</sup> & 4 <sup>th</sup> Monday each month) and Zoning Board of Appeals (1 <sup>st</sup> Monday each month)
Skills Required:	Must be at least 18 years of age.
Education Required:	High School Graduate
Licensure Requirement(s):	N/A
Union or non-union position:	Non-Union

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit at a desk or stand and work continuously for extended periods of time. The employee is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus.