

## **ASSISTANT TO TOWN CLERK**

Duties include issuing permits and licenses, processing and indexing land records, and assisting with election activities. Excellent customer service, office, and computer skills are required.

Applications and job descriptions may be obtained at [www.granby-ct.gov](http://www.granby-ct.gov) or from the Town Manager's Office, 15 North Granby Road, Granby, CT 06035 on Monday through Wednesday between the hours of 8:00 a.m. and 4:00 p.m., Thursday between 8:00 a.m. and 6:30 p.m., and Friday between 8:00 a.m. and 12:30 p.m.

Apply by 12:30 p.m. on 08/16/13, to Town of Granby, Town Manager's Office, 15 North Granby Road, Granby, CT 06035. EOE