



TOWN OF LISBON

INCORPORATED 1786

BOARD OF SELECTMEN

1 NEWENT ROAD
LISBON, CONN. 06351-2926
TEL. (860) 376-3400
FAX. (860) 376-6545



TOWN OF LISBON EMPLOYMENT OPPORTUNITY

The Town of Lisbon is currently accepting resumes for a position as the "appointed interim Town Clerk." This position is open to electors of the Town of Lisbon only and for a period ending after the next municipal election. The duties and responsibilities of the interim Town Clerk are prescribed by Connecticut State Statue, administers the statutory responsibilities of recording and reporting of land records and vital statistics; oversees and administers general and special elections; supervises receiving fees and the issuing of various permits and licenses; coordinates operation of the office with the First Selectman and shall become certified by the International Institute of Municipal Clerks. Resumes will be accepted in the office of the First Selectman, Town of Lisbon, 1 Newent Road, Lisbon, Connecticut 06351 until Friday, December 30, 2011.