

# CITY OF STAMFORD

The City of Stamford Town Clerk's office is accepting applications for  
**Office Worker**  
**Salary: \$20.00 per hour.**

## **RESPONSIBILITIES:**

- Ensures the accuracy of data and enters data.
- Provides exceptional customer service, and
- Responds to inquiries.

## **MINIMUM QUALIFICATION REQUIRMENTS:**

- High school graduate; current or past college matriculation is desirable.
- Good computer literacy.
- Customer service skills.

## **KNOWLEDGE, SKILLS, ABILITIES & OTHER ATTRIBUTES:**

- Detail oriented.
- Self-starter.
- Ability to take initiative.
- Ability to multi task.
- Ability to work independently or in a team setting.
- Ability to maintain confidentiality.

**Interested Candidates should submit a  
City of Stamford Seasonal Application to  
[HrRecruiting@stamfordct.gov](mailto:HrRecruiting@stamfordct.gov)**

**Please include Office Worker – Town Clerk in the subject line.**