

**Town of Sterling**  
**Assistant Town Clerk/Assistant Revenue Collector**  
**Part-Time 20 Hours per week**

The Town of Sterling is seeking qualified candidates for the position of Assistant Town Clerk/Revenue Collector. The Assistant Town Clerk performs record keeping and administrative work assisting the Town Clerk with processing and/or receiving land records, minutes & agendas, issuance of various licenses, conducting elections and other related work as required. Assistant Revenue Collector assists the Revenue Collector entering payments, balancing daily, preparing deposits other related work. Other duties may include general office duties for other departments as needed. Good Customer Service along with proficiency in Microsoft Office and the ability to utilize multiple software programs simultaneously is a benefit in all areas.

Qualified individuals are to submit their resumes to the Town of Sterling, PO Box 157, Oneco, CT 06373, Attention Mr. Lincoln Cooper.