



The Town of Avon Announces the Following:

***TEMPORARY  
ABSENTEE BALLOT CLERK***

**The Town is in need of filling one temporary position working in the Town Clerk's Office. Individual will be assisting with the absentee ballot fulfillment process which will include duties such as: issuing ballots in person, data input and preparing ballots for mailing.**

**Time Frame:** October 6- November 7, 2022

**Schedule:** 10-4 Monday- Friday. Hours may be adjusted based on workload.

**Requirements:** Minimum of 18 years of age. Excellent customer service skills. Ability to type. Must have attention to detail.

**Rate of Pay:** \$16.00

**Position Posted:** 8/1/2022

**Position Closes:** 4:00 p.m. on 8/15/2022

**To Apply For This Position:**

Go to [www.avonct.gov](http://www.avonct.gov) to complete an Employment Application. Applications may be delivered to Human Resources at 60 West Main Street, Building #5, Avon CT, or emailed to [HR@avonct.gov](mailto:HR@avonct.gov). Applications must be received in Human Resources by closing date/time.

Successful candidate must pass a drug test and background check prior to employment.