

TOWN OF TRUMBULL  
CIVIL SERVICE BOARD  
ANNOUNCES AN EXAMINATION FOR  
**CASHIER CLERK – TAX COLLECTOR’S OFFICE**

**SALARY:** \$22.72  
**HOURS:** 35 hours per week.  
**CLOSING DATE:** Application must be postmarked or on file in HR/Civil Service by Friday, October 2, 2015 midnight. We will be testing the first 50 applicants and all internal applicants who apply.

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**GENERAL INFORMATION ON THIS EXAMINATION**

**PARTS**

**WEIGHTS**

Online Office Proficiency Assessment Test      100%\*

The Online Office Proficiency Assessment Test will include but not limited to math skills, customer service, petty cash and bank deposit.

Each candidate must have had the required experience and training to be eligible for this examination which include: graduation from high school or GED, three (3) years’ experience in a cash-handling function in an office, bank setting or related environment, involving direct public contact. (PLEASE DO NOT APPLY IF YOU DO NOT MEET THE MINIMUM QUALIFICATIONS.)

Before final certification, each applicant must successfully pass a physical examination attesting to physical ability to perform the duties involved.

Each candidate must attain the passing grade on each phase in order to be eligible for continued competition. This examination will be conducted for the Town of Trumbull by the Trumbull Civil Service Board within the authority of Section 7-413 of the 1959 revision of the State of CT. Please notify the Civil Service office in advance of the examination of any disability which may require special accommodation. Anyone claiming Veterans’ Preference must bring original DD 214 document.

Applicants must be citizens of the United States or must present proper authorization to work in the United States by the closing date.

Please go to [www.trumbull-ct.gov](http://www.trumbull-ct.gov) to print the application and mail completed application to:

Town of Trumbull  
HR/Civil Service  
5866 Main Street  
Trumbull, CT 06611

Applications will **NOT** be available at the HR/Civil Service office. You must download and print the application from the Town’s website. The application must be mailed to the address above, or faxed to 203/452-3856; or emailed to [mmeier@trumbull-ct.gov](mailto:mmeier@trumbull-ct.gov).