CIVIL SERVICE BOARD

AGENDA – SPECIAL MEETING

Zoom Civil Service Meeting

Wednesday, July 29, 2026

12:00 P.M.

1. Attendance:

2. New Business
   - Request to Approve Eligibility List for Engineering Aide – Engineering Dept. Open and Competitive. 100% Training & Experience.
   - Request to Approve Eligibility List for Lead Bus Driver – Senior Center. Open & Competitive. 100% Training & Experience.
   - Request to Advertise & Recruit for an Assistant Town Clerk – Town Clerk's Office. Promotional & Open & Competitive. 100% Training & Experience.
   - Request to move the date of the next regular meeting to Wednesday, August 26, 2026, or some other similar date agreeable to the Board.

Civil Service Board Special Meeting

Jul 29, 2026 7:00 PM

https://us06web.zoom.us/j/84193962279?pwd=wt07mJflkuCkfB6f03qKhx3zY5Ertk.1

Webinar ID: 841 9396 2279

Password: 353880

Join by telephone: (312) 626-6799 / Webinar ID: 841 9396 2279

**TOWN OF TRUMBULL**
**ELIGIBILITY LIST**
**Engineering Aide - Public Works**
**Open**

Wage Group: MATE
Date Established: 7/29/2026
Date of Expiration: 7/29/2027

| RANK | NAME OF CANDIDATE | 100% Training & Exp. Assessment |
|---|---|---|
| 1 | Christopher Ely | 80 |
| 1 | Tamer Romeh | 80 |
| 2 | Ky Langley | 75 |
| 3 | Frank Peralta | 70 |
| 4 | Katherine Hoffert | 60 |
| 4 | Patrick Monks | 60 |
| 4 | Justin Walker | 60 |

Failed Below 60

Based on 100% Training & Experience Assessment.

Certified by,

*Stephen J. Librandi*
Stephen Librandi
Human Resource Manager

**TOWN OF TRUMBULL**
**ELIGIBILITY LIST**
**Lead Bus Driver - Senior Ctr.**
**Open**

Wage Group: MATE
Date Established: 7/29/2026
Date of Expiration: 7/29/2027

| RANK | NAME OF CANDIDATE | 100% Training & Exp. Assessment |
|---|---|---|
| 1 | Kaylee Janice Turner | 70 |
| 2 | | |

Failed Below 60

Based on 100% Training & Experience Assessment.

Certified by,
*Stephen J. Librandi*
Stephen J. Librandi
Human Resource Manager

Approved by:

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Town of Trumbull

# Assistant Town Clerk

| | | | |
|---|---|---|---|
| **SALARY** | $36.98 Hourly | **LOCATION** | 5866 Main Street, Trumbull, CT |
| **JOB TYPE** | Full Time | **JOB NUMBER** | 33-26 |
| **DEPARTMENT** | Town Clerk | **OPENING DATE** | 07/31/2026 |
| **CLOSING DATE** | 8/14/2026 11:59 PM Eastern | | |

## Description

TOWN OF TRUMBULL

ASSISTANT TOWN CLERK

TOWN CLERK/ADMINISTRATIVE

WAGE GROUP: G

$36.98 Hourly

Under the general direction of the Town Clerk and/or the Deputy Town Clerk will provide a wide variety of administrative, technical and clerical support for the Town Clerk's Office.

## Examples of Duties

**General Statement of Duties:**

1. Proficiency with computer, including but not limited to Word and Excel
2. Handles complex assignments
3. Works independently
4. Independently prepares correspondence and reports
5. Performs responsible and difficult tasks involving independent judgment and personal initiative
6. Assists in preparation of departmental budget and reports
7. May act as administrative liaison with internal or external sources
8. Performs financial and statistical record keeping
9. Mathematical ability; may handle cash
10. Will be cross-trained and will assist in training others, as determined by departmental need
11. Attends and keeps minutes of meetings as required by department
12. Related work as assigned
13. Maintains confidentiality required by the office.

**Department Specifics:**

1. Records and updates land records and assigns volume and page number.
2. Produces daybook and timely computerized indices for searching.
3. Registers new voters after registrar hours and supervises the issuance of absentee ballots at election time.
4. Issues licenses and/or certifies copies of deeds, burial permits, vital statistics certificates, and records trade names.
5. Shares work at election time under current statutes and prepares election reports and material (kits) for Election Day use.
6. Along with the Deputy Town Clerk, trains the elected Town Clerk.

**Supervision Received:**
Works under the direction of the Town Clerk and/or Deputy Town Clerk.

**Supervision Exercised:**
May act as Town Clerk in the absence of both Town Clerk and Deputy Town Clerk, or act as their designee.

## Qualifications

**Minimum Qualifications, Knowledge, Skill and Ability:**

1. Knowledge of office procedures and principles of office management and or record keeping
2. Strong computer skills with an emphasis on Word and Excel
3. Ability to respond courteously to the public
4. Ability to follow oral and written instructions
5. Ability to learn appropriate State and Town laws
6. Clear and concise written and oral expression
7. Accuracy and attention to details
8. Ability to obtain CT certificates for municipal clerks.
9. Ability to lift and carry up to 25 lbs.
10. Able and willing to become a Notary Public after hire.
11. Able and willing to obtain State of CT Town Clerk Certification after hire.

**Experience and Training:**
High School Diploma or GED. Three (3) years recent office experience in a Town clerk's office; or three (3) years recent experience as a real estate paralegal or real estate legal secretary for a law firm; or three (3) years recent experience as a title searcher.

## Supplemental Information

**OTHER REQUIREMENTS:**

PLEASE DO NOT APPLY IF YOU DO NOT MEET THE MINIMUM QUALIFICATIONS:

**GENERAL INFORMATION ON THIS EXAMINATION**

| PARTS | WEIGHTS |
|---|---|
| Experience & Training | 100% |

The weight of the examination will be 100% experience and training. The candidates will be ranked based on their experience and training as it relates to the required experience and training for this position based on the information contained in their employment application, the supplemental questionnaire if applicable and any attachments they provide. 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 General Statutes. 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.

As an applicant for employment, you are a consumer with rights under the Fair Credit Reporting Act. As part of the employment process, including for determinations related to initial employment, the Town may obtain from a consumer reporting agency, a consumer report and/or investigative consumer report on you as defined by the Fair Credit Reporting Act. In addition, any offer of employment is subject to the applicant successfully passing a pre-employment drug test and physical.

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

EOE

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**Employer**
Town of Trumbull

**Address**
5866 Main Street

Trumbull, Connecticut, 06611

**Phone**
203-452-5041

**Website**
http://www.trumbull-ct.gov

# CIVIL SERVICE SCHEDULE FOR 2026

## Meetings at 12:00 Noon – Via Zoom

JANUARY 21, 2026

FEBRUARY 18, 2026

MARCH 18, 2026

APRIL 15, 2026

MAY 20, 2026

JUNE 17, 2026

JULY 15, 2026

AUGUST 19, 2026

SEPTEMBER 16, 2026

OCTOBER 21, 2026

NOVEMBER 18, 2026

DECEMBER 16, 2026