

CITY OF NEW LONDON
CONNECTICUT

RECRUITING ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

Position title: Rental Rebate Agent

Salary: \$16.94/hr.

General Description of Job:

This part-time role (approximately 10 hours per week) as a Rental Rebate Agent will be phased in during the Rental Rebate season (June 1 through October 16, 2026). You will assist the City's Senior Citizen population in completing rental rebate forms to be submitted to the State of Connecticut. Your ability to handle highly confidential information will be essential, and you will be subject to a background.

Minimum Qualifications:

We are looking for an individual with experience working with the public and basic clerical skills. If you have experience working with senior citizens, that is a plus. We also value heavy experience in interpreting documents and performing mathematical calculations. If you meet these qualifications, we encourage you to apply.

Examination*:

Department Interview
(Weighted 100%)

Background Investigation and Credit Check
(Pass/Fail)

* *Each* portion of the examination process *must* receive a passing score of 70% or more to proceed to the next phase of the examination process.

** The City reserves the right to move only a select number of applicants forward to the Department Interview.

How to Obtain Information:

For an application (required), please visit the Personnel Office, 13 Masonic Street, New London, CT 06320, or visit the City of New London website.

Applications may be dropped off, mailed, or emailed to jobs@newlondonct.gov
Closing date is March 20, 2026, at 3:00 p.m., EOE MFH

The application must be submitted before **March 20, 2026, at 3:00 p.m.**