

## **TOWN OF PLYMOUTH**

### **Administrative Assistant**

The Town of Plymouth, VT seeks Administrative Assistant whose duties will be to take notes and type up minutes for the Select Board meetings which are held twice a month on Mondays at 6:00 PM. The qualified candidate would also maintain and update the Town Web Site. Interested candidates should submit a letter of interest and resume to Town of Plymouth, 68 Town Office Road, Plymouth, VT 05056. Letters of interest will be accepted until the position is filled. The Town of Plymouth is an Equal Opportunity Employer. Plymouth Town Clerk 802-672-3655