

## TOWN OF SPRINGFIELD

# HELP WANTED

## TOWN HALL ASSISTANT

### **Full-Time – Permanent Position**

The Town of Springfield, VT is seeking a full-time Town Hall Assistant to work for the Town Clerk (20) hours, for the Zoning Administrator (16) hours and the Selectboard (4) hours each week. This position will be assisting the Town Clerk and provide clerical functions in the Town Clerk's office. The function of the position is performed according to the body of State Law and Town Charter. Knowledge of municipal operations and land records is preferred. This position will also assist the Zoning Administrator by providing customer service, answering the phone, filing, and data entry. Work with the Selectboard will include in-person or zoom meetings to take minutes and transcribe minutes. Working knowledge of office procedures, proficiency with Microsoft Office software, and the ability to learn other software as it applies. An ability to deal effectively with the public, other town departments and appointed and elected officials. Must be able to read and understand laws, rules and regulations, especially State Statutes and the Town Charter. A college degree is preferred or a minimum of 30 college credits in a related subject matter. A high school diploma or equivalent may be acceptable with equivalent experience. Pay Grade 16, a salary range of \$19.42 to \$22.06 per hour depending on experience. This is a non-exempt position with a great benefits and retirement package. Apply at the Human Resources Office, 96 Main Street, toshr@vermontel.net (802) 885-2104. Applications may also be downloaded from the Town's website <https://springfieldvt.govoffice2.com/> Applications will be accepted until the position is filled. E.O.E.