

Assistant Town Clerk-Treasurer Town of Weston

Immediate opening reporting to Town Clerk/Treasurer. Seeking detail oriented, flexible and self-motivated individual with good communication skills, fluent with computer programs Word, Excel, email and ability to learn other specialized computer software. Part-time, 4 days a week, 16 hours a week.

Duties include recording land records, vital records, and voter registration; collecting payments; general inquiries from the community; preparation of the annual Town Report; processing various licenses.

Please send resume and references to Kim Seymour,
Town Clerk, P.O. Box 98, Weston, VT 05161
or by email to clerk@westonvt.org

Town of Weston is an Equal Opportunity Employer