

# **HELP WANTED**

## **TOWN OF SPRINGFIELD**

### **Rewarding Career as a Part-Time Administrative Assistant**

The Town of Springfield, VT is seeking a part-time (20 hours per week) Administrative Assistant for the Town Manager's Office. The Administrative Assistant performs clerical, administrative and coordinative functions which include relieving the Town Manager of clerical details and considerable public contact. The position involves effective and tactful communication with public officials, the general public and other Town Departments. The ideal candidate should have good command of English grammar, spelling and business math; well-developed communication skills and the ability to maintain an effective working relationship with public officials at all levels and the general public; ability to compose business correspondence; and ability to exercise good judgment in time management. The pay is \$21.85 - \$30.70 per hour depending on experience. Applications and a complete job description can be found at <https://springfieldvt.govoffice2.com/jobs>. Apply at the Human Resources Office, 96 Main Street, (802) 885-2104 (toshr@vermontel.net). Equal Opportunity Employer.