

TOWN OFFICE OPENING CAVENDISH, VERMONT

The Town of Cavendish has an immediate opening for a part-time office staff member. The applicant should be well organized and detail oriented. The goal of this position is to administratively assist the Town Clerk and Assessor in maintaining an accurate annual Grand List for the Town. Duties would include the processing of property transfers, homestead declarations and all property tax exemptions. This is a part-time position with flexible hours. Pay is negotiable and dependent on the experience of the right applicant. Experience in municipal government and NEMRC software is preferred but not required.

Applications, resumes and inquiries should be directed to:
Town Manager

Town of Cavendish Municipal Building

37 High Street, P.O. Box 126

Cavendish, Vermont 05142

(802) 226-7291

Cavendish is an Equal Opportunity Employer