



TOWN OF MILTON, VERMONT 05468-3205

TOWN MANAGER • 43 BOMBARDIER ROAD • 802-893-6655 • FAX: 893-1005

Employment Opportunity **Full-Time Administrative Assistant**

The Town of Milton, Vermont has a great opportunity for a full-time Administrative Assistant to join our Police Department. This is highly responsible administrative, personnel, and secretarial job of a complex and confidential nature. This position entails varied administrative tasks, associated with office management, including considerable contact and interaction with other staff members, administrators and visitors.

This is a 40 hour per week position that reports to the Chief of Police or his designee. Schedule is Monday thru Friday 8:00 a.m. to 4:30 p.m. Additional hours are a possibility. A High School Diploma or GED is required and at least two (2) years of experience working in an office setting. Applicants will undergo an extensive background investigation including criminal and driver's license record checks. Starting hourly rate \$18.06 - \$21.00 depending on skills and experience.

Are you passionate, organized, motivated and want to join a dynamic team? Share your story with us. To apply, send your resume, cover letter and a Town of Milton job application ([available for download here](#)) to John Bartlett, HR Director via email at jbartlett@miltonvt.gov via confidential fax at 802-891-8098 or mail to John's attention at Town of Milton, 43 Bombardier Road, Milton, VT 05468

Applications will be accepted until the position is filled.

The Town of Milton, VT provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The Town of Milton, VT complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town of Milton, VT expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of The Town of Milton, VT's employees to perform their job duties may result in discipline up to and including discharge.