



## **TOWN OF MILTON, VERMONT 05468-3205**

HUMAN RESOURCES • 43 BOMBARDIER ROAD • 802-891-8049 • FAX: 893-1005

### **Town of Milton Employment Posting**

#### **Part-time Assessment Clerk**

The Town of Milton seeks to fill the position of Assessment Clerk. This position provides assistance in carrying out all daily operations of the assessor's office, focusing on office organization and maintenance of the department's computerized record system.

Associate's degree in an appropriate discipline; may substitute two (2) years of training and/or work experience for education.

Minimum of Two (2) years general clerical and public relations experience required.

This position is 20 hours per week, Monday – Friday 8 AM to noon.

A full job description can be obtained at the Town Manager's Office or on the Town of Milton website at <http://www.miltonvt.gov/employment>. An employment application may also be found on the website.

Those interested in this position are encouraged to complete a Town of Milton Employment application and submit it with their resume to Jessica Morris, Finance Director, 43 Bombardier Road, Milton VT 05468 or email to [jmorris@miltonvt.gov](mailto:jmorris@miltonvt.gov). This position is open until filled.

The Town of Milton is an Equal Opportunity Employer.