



TOWN OF MILTON, VERMONT 05468-3205

HUMAN RESOURCES • 43 BOMBARDIER ROAD • 802-891-8049 • FAX: 891-8098

EMPLOYMENT POSTING

Administrative Assistant II – Part Time

Town Clerk & Treasurer's Office

The Town of Milton is seeking qualified applicants for an Administrative Assistant II. This is a part time position with work hours being Monday and Tuesday 8:00 am – 5:00 pm and Wednesday 9:00 am – 1:00 pm.

This position facilitates the work of the department by performing a wide variety of administrative, clerical, receptionist and support duties in addition to special projects with emphasis being given to accuracy on counter transactions and telephone inquiries.

Work involves public contact and effective coordination with other Town departments and outside organizations with complete accuracy. Work requires the exercise of judgment, initiative and discretion based on knowledge of administrative or operating policies and procedures.

This position requires a working knowledge of business English, grammar, spelling and vocabulary, computer skills to include word processing and minimal spreadsheet software applications. Requires the knowledge of and ability to operate modern office equipment and software. Ability to type and process cash receipt transactions accurately, to communicate effectively both orally and in writing, to deal with the general public as well as staff in a positive manner and to effectively and discreetly convey information.

The hourly rate of pay is \$18.00 per hour, based on qualifications and experience.

Those interested in this position are encouraged to complete a Town of Milton Employment Application (available at the Town Manager's Office or on the Town website at www.miltonvt.gov/employment) and submit their resume to John Bartlett, Human Resource Director, 43 Bombardier Road, Milton VT 05468 or jbartlett@miltonvt.gov. This position is open until filled.

The Town of Milton is an Equal Opportunity Employer.