



Employment Opportunity – Town of Norwich, VT

Administrative Assistant – Department of Public Works

Norwich, VT seeks applicants for a 20-hour/week, part-time position of Administrative Assistant for the Department of Public Works. This position provides administrative and customer service support for Public Works operations, including telephone, filing, preparation of reports and grants, calendar management, and ordering supplies.

A job description is available on the Town website at www.norwich.vt.us. Minimum qualifications include a high school degree or equivalent; ability to work with the public, including sometimes adversarial situations, all the while conducting quality “customer service”; sound computer skills with preference for Windows and Microsoft Office; skill in oral and written communication; and the ability to meet deadlines and multi-task. Though working in an office, the ideal candidate must be able to work in a DPW/Highway Garage environment. The position is a grade 12 position. In confidence, apply with a cover letter and resume to:

Herbert A. Durfee, III, Town Manager
Attn: DPW Admin Assist
Town of Norwich
PO Box 376
Norwich, VT 05055
hdurfee@norwich.vt.us

The position remains opened until filled. However, applications received by Monday, September 14, 2020 will be given priority. Norwich, VT is an *Equal Opportunity Employer*.

300 Main Street • PO Box 376 • Norwich, Vermont 05055
802-649-1419; 802-649-0123 (fax); www.norwich.vt.us