



Town of Panton Chartered 1761

3176 Jersey Street, Panton VT 05491-9331

802.475.2333, Fax 802.475.2785

ASSISTANT TOWN CLERK TOWN OF PANTON

The Town of Panton is seeking a part-time Assistant Town Clerk. This position works directly with the Town Treasurer/Clerk as well as the public and serves as liaison to the Highway Department. The successful candidate must be flexible, self-motivated, detail-oriented, and enjoy working with the general public. The position is 15-18 hours a week with a salary of \$15/hour, commensurate with experience, no benefits.

To apply, please send a cover letter and resume Attn: Pam Correia, Town Treasurer/Clerk, Town of Panton, 3176 Jersey Street, Panton, VT 05491, or email to clerk@pantonvt.us by 3pm on Friday, October 13th. The Town of Panton is an equal opportunity employer.