

Administrative Assistant to First Selectman
Town of Easton

The Town of Easton is seeking an administrative assistant to the First Selectman. Illustrative duties include general administrative and secretarial duties for the First Selectman, preparing and monitoring budgets, and reviewing and processing payment orders. This is a 35 hour a week, benefited position, Monday through Friday, 8:30 am to 4:30 pm, with occasional evening meetings. Salary high \$30K's to low \$40K's commensurate with experience. Send resume and cover letter to Suzette Bryan, sbryan@eastonct.gov.

Posting date January 14, 2016