

**TOWN OF GRAFTON**

**ADMINISTRATIVE ASSISTANT**

The Town of Grafton is seeking a qualified person to serve as Administrative Assistant. The position reports to the Board of Selectmen and is responsible for maximizing the potential for Grafton's select board, committees, and staff to respond effectively to the community and individual citizen needs. The position requires attention to detail, initiative and ability to work with little supervision. This full time position (32+ hours per week) offers a competitive salary/benefits package commensurate with background and experience. For a copy of the full job description, experience requirements, or inquiries, please contact the Selectmen's office at (802)843-2552. Resumes and cover letters must be received by 3pm on Thursday December 28, 2017. Town of Grafton, PO Box 180 Grafton, VT 05146 Attn: Select Board