



Town of Stowe Administrative Clerk Town Clerk's Office

The Town of Stowe is seeking an Administrative Clerk who is dedicated, friendly, customer service oriented with keen attention to detail. This position provides clerical and general administrative support to the Town Clerk's Office and serves as the first point of contact for visitors and those seeking assistance. The individual selected will have excellent computer skills, be self-motivated with the ability to work independently, and will have demonstrated sound judgement and a high degree of professionalism.

Responsibilities of the Administrative Clerk include, but not limited to, providing exceptional customer service, assisting with elections and voter registration, serving as US Passport Agent, assisting in maintaining and researching land records, notarizing documents, issuing dog and hunting & fishing licenses, and processing deposits. Occasional after-hours and evening work will be required.

High school diploma and two years of experience in an office setting with light bookkeeping preferred, or an equivalent combination of education and experience. Must pass training and become certified as US Passport Agent. The pay range is **\$21.37 to \$25.36**, depending upon qualifications.

The Town of Stowe currently offers an excellent benefit package including BCBS health plans with low employee premium share, dental insurance, generous paid leave, VMERS pension plan, life insurance and more. Come grow with Stowe!

Job description and employment application can be obtained at: www.townofstowevt.org. Submit letter of interest, resume, and employment application to: Town of Stowe, c/o HR Director, PO Box 730, Stowe, VT 05672 or by email recruit@stowevt.gov. **Position is open until filled and interested candidates are encouraged to apply as soon as possible.**

The Town of Stowe is an Equal Opportunity Employer.