

Administrative Assistant for Shelburne Police Department

The Shelburne Police Department seeks a part time candidate for the position of Administrative Assistant. The ideal candidate would be a highly motivated, energetic individual with great decision-making skills and the willingness to work with others. The Administrative Assistant will work directly with the police staff, dispatch, vendors and the general public in a friendly and outgoing manner to promote a positive and productive environment. Please refer to the complete job description at <http://shelburnevt.org/237/Human-Resources>. This is a 20 hour/week position.

Please send a letter of interest and a resume to Lt. Michael Thomas, Shelburne Police Department, PO Box 58, Shelburne, VT 05482; or via email to Michael.Thomas@vermont.gov. Applications will be accepted until the position is filled. The Town of Shelburne offers competitive salary and is an Equal Opportunity Employer.