



Town of Sterling

Town Hall
1183 Plainfield Pike
P.O. Box 157

Oneco, Connecticut 06373-0157

Assessor: 860-564-3030
Building Official: 860-564-2275
Economic Development: 860-564-4752
Library: 860-564-2692
Recreation: 860-564-2136
Registrar of Voters: 860-564-2654

Revenue Collector: 860-564-7563
Selectmen: 860-564-2904
Town Clerk: 860-564-2657
Treasurer: 860-564-8488
Wetlands Agent: 860-564-2275
Zoning Official: 860-564-2275

Town of Sterling General Office Assistant

The Town of Sterling is accepting applications for a part-time, 24 hours per week, Multi-Departmental "Flex Position", reporting directly to the First Selectman. Duties and responsibilities include, but are not limited to:

In the capacity of an *assistant*, the performance of all clerical and administrative duties appropriate to the following positions/activities:

- Tax Collection
- Administrator to the First Selectman activities
- Town Clerk duties

Qualifications:

- Associates in Business Management/Administration (preferred, but not mandatory), or 2 years experience in municipal clerical and administrative activities
- Proficiency in Microsoft Office, especially Word, Excel, & PowerPoint
- Internet proficiency, website maintenance experience a plus
- Effective communication; pleasant disposition
- Ability to deal with the public, multi-task capability
- Works independently, good organizational skills, meets deadlines

Please send resume and three letters of recommendation to Russell M. Gray, First Selectman, PO Box 157, Oneco, CT 06373-0157 or, email to rgray@sterlingct.us prior to 4:00 p.m. on Wednesday, October 16, 2019.

The Town of Sterling is an equal opportunity employer.