



TOWN OF ST. JOHNSBURY

Town Clerk/Treasurer Office
51 Depot Square, Suite 101
St. Johnsbury, VT 05819
802-748-4331
www.stjvt.com
townclerk@stjvt.com

Town Manager 802-748-3926
Dispatch 802-748-2170
Police 802-748-2170
Fire 802-748-8925
Public Works 802-748-4408
Assessor 802-748-4272

Assistant Town Clerk/Town Treasurer – Full Time

Town Clerk & Treasurer's Office

The Town of St. Johnsbury, Vermont, is seeking qualified applicants for the role of Assistant Town Clerk/Town Treasurer within the Town Clerk/Town Treasurer's office. This is a full-time position, 40 hours per week, with benefits.

This position is responsible for recording land records, managing utility billing processes, & bank reconciliations. There are a variety of other clerical tasks associated with the issuance and maintenance of licenses, permits, certificates, and election records. Additionally, this position is expected to provide customer service at the counter, over the phone, and within the office, specifically regarding collections for the Treasurer's office. Some overtime is expected during tax collection and election periods.

Requires working knowledge of office equipment, procedures, and practices, working knowledge of business English, spelling, and arithmetic. Requires the ability to maintain general and specialized office files and perform varied clerical bookkeeping, recording, processing functions, and data entry. Requires the ability to communicate effectively both verbally and in writing. Experience in real estate is desirable but not required. Must be able to multitask in a fast-paced environment.

The pay for this position is \$22.00 per hour. An employment application is available on the Town website at www.stjvt.com.

A cover letter and resume should be submitted to Stacy Jewell, Town Clerk/Treasurer, via email townclerk@stjvt.com or by mail, 51 Depot Square, St. Johnsbury, VT, 05819.

The Town of St. Johnsbury is an Equal Opportunity Employer.