



# TOWN OF ST. JOHNSBURY

St. Johnsbury Emergency Dispatch  
1187 Main Street, Suite 1  
St. Johnsbury, VT 05819  
802-748-2314  
[www.stjvt.com](http://www.stjvt.com)

Town Manager 802-748-3926  
Town Clerk 802-748-4331  
Fire 802-748-8925  
Dispatch 802-748-2314  
Public Works 802-748-4408  
Assessor Office 802-748-4272

## Administrative Assistant

The Town of St. Johnsbury is currently seeking qualified applicants for the position of Department of Public Works Administrative Assistant. This Full-Time position will provide administrative support to the Department of Public Works. This position is full-time, 40 hours per week.

This position will be responsible for administrative work including but not limited to customer service, assisting the public both in person and via phone and email, data entry, running reports, and general administrative duties with regards to work orders, purchase orders and utility billing.

We seek professional candidates with a strong work ethic, excellent communication skills, a positive attitude, attention to detail, and ability to multi-task to join our team. The ideal candidate will have experience with Microsoft Office including Word, Excel and Outlook. Applicants must have a high school diploma or equivalent, a valid driver's license, and pass a criminal background check.

Full-time employment offers competitive compensation, a generous benefits package including health, life, short-term disability insurance, retirement and 457 plans, as well as paid vacation time and sick time benefits. Previous experience in administrative duties is desirable but willing to train the right applicant.

Please submit resumes along with a letter of interest to:

Town of St. Johnsbury  
Attention: Rachel Waterhouse  
51 Depot Square, Suite 3  
St. Johnsbury, VT 05819  
[rwaterhouse@stjvt.com](mailto:rwaterhouse@stjvt.com)

\*St. Johnsbury is an equal opportunity employer