



Administrative Assistant

City of Vergennes, Vermont

City Hall, 120 Main Street, PO Box 35

Vergennes, VT 05491

The City of Vergennes is seeking a detail-oriented, collaborative individual with accounting experience to work in a team environment at Vergennes City Hall. Under the direction and supervision of the City Manager, the Administrative Assistant will assist and work closely with the City Clerk and City Treasurer to ensure priority administrative tasks are completed. This is a full-time (40 hours per week), non-exempt position.

Job Description:

- Directly processes accounts payable and payroll.
- Assists Treasurer with bank reconciliation and miscellaneous financial reporting to outside agencies.
- Collects miscellaneous cash, check and credit card payments from citizens and other city customers.
- Filing and processing deeds, surveys, hunting licenses, marriage license, birth certificates, vehicle registration, animal registration, liquor license, etc.
- Acts as the City Clerk in her absence.
- Assists in issuing warnings and preparing for public meetings.
- Assists in receiving and organizing mail.
- Maintains daily response to telephone inquiries from staff and citizens.
- Other duties as assigned.

Minimum Qualifications:

- Associates Degree or related educational experience.
- One (1) year of municipal administrative experience or any combination of education, experience, special qualifications, and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Salary: \$21.50/hour. **Our benefits package includes** health insurance; an HRA of \$5,000/year; life insurance of 1.5 times your base annual wages; disability insurance and retirement contributions. Benefits begin the first day of the month following the month of hire. Additionally, we offer vision and supplemental insurance which you may purchase through us. We also provide paid time off as follows: two weeks of vacation, twelve days of sick time, and two days of personal time. Additionally, there are ten paid holidays each year.

To apply, please submit a cover letter and resume via email to Ron Redmond, City Manager at manager@vergennes.org. For questions or additional information, feel free to call 802-238-5598.