

**Town Farmington
Public Works Department
Administrative Assistant/Secretary
Part-time Seasonal**

The Town of Farmington Public Works Department is accepting applications for a part-time seasonal Administrative Assistant/Secretary. Hours may vary from 10 to 25 hours per week for 10 weeks starting at \$10.00 per hour depending on qualifications.

Job requirements include:

- PC skills including Word, Excel, scanning, photocopying and emailing
- Good people skills for public relations including professionalism and patience
- Good communications with management staff
- Good work ethic and dependability
- Ability to work well independently, as well as in a team setting

Prior secretarial experience is a plus, but with a good work ethic and motivation we are willing to train the right person. Cover letter and resume may be submitted in person at the Farmington Public Works Department, 122 Public Works Drive, Farmington ME, or by mail to Farmington Public Works Department, Attn: Philip Hutchins, Director, 153 Farmington Falls Road, Farmington ME 04938, or by email to phutchins@farmington-maine.org. The deadline for application is June 1, 2018. EOE