

Town of Coal Creek
JOB OPENING

ADMINISTRATIVE ASSISTANT

Part-Time assistant needed. 10-20 hours weekly on average.

NATURE OF WORK

- 1) Works under the direction of Town Clerk or Board designee.
- 2) Assist with correspondence, filing, reports, budgeting, and payroll as needed. Other items that are necessary in day-to-day operations.
- 3) Assist Clerk and Board as needed in meetings and court records.
- 4) Other miscellaneous assignments as required and needed by Clerk or Board.

REQUIREMENTS

Must be flexible and able to fill in if needed. Basic computer knowledge is required.
High School or equivalent diploma.
Must be able to pass a drug screen test.
Must possess a valid drivers license with acceptable driving record.
Must understand basic cash handling procedures, including counting change.

Salary range is \$16-\$18 per hour.

Take job application and résumé resume to Town Hall at 615 Main Street in Coal Creek, CO.

Please apply prior to April 15, 2024.

The Town of Coal Creek is an Equal Opportunity Employer.