



TOWN OF BERLIN, VERMONT

Washington County

Selectboard:

Bradley H. Towne, Chair
Florence Smith, Vice Chair
Carl Parton, Secretary
C David Sawyer
John Staab

Municipal Office Building
108 Shed Road
Berlin, Vermont 05602
Telephone: 802.223.4405

E-Mail:

townadministrator@berlinvt.gov
Web Page: www.berlinvt.org

Town Administrator
Vince Conti

Assistant Town Treasurer

The Town of Berlin, VT seeks a qualified person to fill the position of Assistant Town Treasurer, a highly responsible position that provides administrative and technical assistance to the Town Treasurer and Town Administrator as well as other town departments. The work involves a variety of responsible complex tasks that require sound, independent judgment, and action.

The ideal candidate will be proficient with various computer programs, including Excel, Word, and Outlook. Previous work experience in a municipal office is desirable. This position requires interaction with the public and town employees. This is an appointed position that reports to the Town Treasurer. This is a full-time position (40 hours per week).

Candidates must have a combination of education and job experience to fulfill the minimum requirements of the job. The salary is commensurate with experience.

To apply, send resume, cover letter and list of three references by **May 30, 2022** to: Town Administrator, Town of Berlin, 108 Shed Road, Berlin, VT 05602, or via email to townadministrator@berlinvt.gov.