

**Temporary Part-Time Administrative Assistant**

**$15.00 per hour**

**Estimated Employment Start: May 2023**

The Town of Stevensville is accepting applications for a temporary part-time administrative assistant, Monday-Friday 1:00 pm-5:00 pm. The administrative assistant would be responsible for the following tasks; answering telephone calls, accepting and processing utility billing payments, issuing of animal licenses, and respond to general questions of the public.

**Education and Experience**

* Graduation from high school or GED equivalent
* Must possess a valid Montana Driver’s License and be able to satisfactory pass a background investigation
* Working knowledge of computers and basic office equipment

**Benefits**

* $15.00 per hour, 20 hours per week, Monday-Friday 1:00 pm-5:00 pm
* Employee assistance program
* Participation in Montana PERS
* Paid vacation, sick leave, and holidays

**To Apply**

Please send a cover letter, resume, and completed Town of Stevensville application to Town of Stevensville C/O Jenelle Berthoud, Town Clerk, PO Box 30, Stevensville, MT 59870 or [jenelle@townofstevensville.com](mailto:jenelle@townofstevensville.com) Fax: 406-777-4284. For further questions please contact the Town of Stevensville at 406-777-5271 ext. 102

Your cover letter, resume and completed application must all be received for your application to be complete.

Applications for this position will be accepted until filled.