

## Executive Assistant

The Town of Vernon is accepting applications for the position of Executive Assistant. This position reports to the Mayor and the Town Administrator. Duties include preparing information for the Town Council, attending Town Council meetings as needed, coordinates and completes assigned projects, reviews and prepares correspondence for the Mayor, handles inquiries by town residents and Department Heads, communicates Town Council decisions to the appropriate Department Heads, and performs other duties as assigned. The salary range is \$51,105.00 to \$65,028.00 per year with a 35-hour workweek and an excellent fringe benefit package.

Requires an Associate Degree and five (5) years of experience in administrative or secretarial work or an equivalent combination of education and experience. Government administrative experience is preferred. Send a resume and an application, which can be found at: <http://www.vernon-ct.gov> by Wednesday, July 9, 2008. to:

Town of Vernon  
Executive Assistant  
Human Resources Office  
14 Park Place  
Vernon, CT 06066

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