

JOB OPENING

Administrative Assistant (PART-TIME) – The Town of Benson has an excellent opportunity for an administrative assistant in the Planning and Inspections Department. This position reports directly to the Assistant Town Manager. Responsibilities include assisting with the issuance of building and zoning permits, clerical duties, and customer service. Excellent customer service skills and computer skills are essential. Experience in local government, planning, construction or engineering would be helpful.

Salary range is \$10-\$18 per hour for 20-25 hours per week.

Applications may be obtained at Town Hall located at 303 E. Church Street or online at:

<http://townofbenson.com/2201/Employment>

The Town of Benson is an Equal Opportunity Employer (EOO). The first review of applications will occur August 22, 2016.