

**Administrative Assistant  
(FULL-TIME POSITION)**

The Town of Dagsboro is seeking applicants for the Full Time (40 hrs./wk.) Position of Administrative Assistant. This position will provide assistance to the Town Administrator, Police Department and Town Office. The Administrative Assistant must have considerable knowledge of general office practices and procedures, excellent written and oral communication skills and the ability to work effectively with others. The Administrative Assistant must have knowledge of office terminology, equipment and possess the ability to type proficiently and to transcribe minutes from a recording device. Administrative Assistant will be responsible for the Water Department and Property Taxes.

**Preferred Requirements:** High school diploma and a minimum of two (2) years clerical experience. Applicants must possess a high level of computer proficiency including knowledge of and experience with such computer programs as Microsoft Excel and Microsoft Word.

Excellent working conditions.

A more detailed job description and application can be obtained from our website at <http://Dagsboro.delaware.gov>

Anyone interested should submit a Letter of Interest, Resume, and a minimum of two references by the closing date:  
Friday, August 9, 2019, 4:30 p.m.

**(THE TOWN OF DAGSBORO IS AN EQUAL OPPORTUNITY EMPLOYER)**