**ADMINSTRATIVE OPPORTUNITY**

**Excellent opportunity for part-time work (20 hours/week minimum).**

**Flexible hours; occasional evenings (every other Monday)**

**Excellent compensation.**

The Administrative Assistant provides support for the Town of Dalton and the Select Board, including fiscal management (accounts payable, payroll, reporting, budgeting).

Research and apply governmental principles and state/local laws and regulations, acting as a resource for the town and the Select Board.

Detailed job description (and application form) is available at: townofdalton.com

Submit cover letter, resume, and application form to: Board of Selectmen, Town of Dalton, 765 Dalton Road, Dalton NH 03598.

Electronic submission is preferred: [selectmen@townofdalton.com](mailto:selectmen@townofdalton.com)

Apply by noon, March 19, 2020 to ensure consideration.