

**HELP WANTED**  
**ASSISTANT TOWN CLERK & TREASURER**  
**TOWN OF BARNET, VERMONT**

The Town of Barnet seeks an energetic, team-oriented, and experienced individual with the highest ethical standards to fill the part-time position of Assistant Town Clerk & Treasurer.

The Assistant Town Clerk & Treasurer is responsible for moderately complex tasks of various kinds, including:

- Administrative,
- Clerical,
- Financial, and
- Customer-service.

Skills and attributes required include:

- High level of accuracy,
- Integrity,
- Confidentiality,
- Effective communication with co-workers and the general public,
- Knowledge of routine office tasks, and
- Proficiency in Microsoft Word and Excel

Barnet residency and knowledge of local government are a plus.

This is a year-round 15-hour per week position, with some increase in hours during certain seasons. Compensation is commensurate with experience. To apply submit your resume via email to [townclerk@barnetvt.org](mailto:townclerk@barnetvt.org) or via postal mail to Town of Barnet, Attn: Benjamin Heisholt, Town Clerk, PO Box 15, Barnet, VT 05821. Position open until filled.