



Administrative Assistant to the Select Board

TOWN OF SIDNEY

The Town of Sidney seeks an individual to fill a full-time, with benefits Administrative Assistant position. Preferred qualifications include previous job experience in municipal services and knowledge of basic bookkeeping. The Town is looking for a motivated self-starter who can work independently. Knowledge of Word, Excel and TRIO software is preferred.

Starting pay is dependent on experience, plus excellent benefits, including health insurance. An application and job description is available online at www.sidneymaine.org or by request at townoffice@sidneymaine.org.

NO PHONE CALLS PLEASE. Please submit an application and/or cover letter, resume, and three references to: Town of Sidney, Administrative Assistant, 2986 Middle Road, Sidney, ME 04330.

The Town of Sidney is an Equal Opportunity Employer.