Administrative Assistant – Haverhill, FL

Title	Administrative Assistant/Licensing Permitting Clerk
Type	Admin/Clerical
Open date	January 4, 2016 (closes 5:00 p.m. January 12, 2016)
Location	Town of Haverhill, Haverhill, FL
Website	http://www.townofhaverhill-fl.gov
Email Contact	jrutan@townofhaverhill-fl.gov
Description	$13.50 per hour - $18.00 per hour DOQ High School diploma or equivalent. Experience in municipal government and five (5) years administrative experience required or equivalent combination. Experience in scanning, records retention and records management preferred. Other duties include licensing and permitting, customer service, reception, scheduling, attending and recording minutes of meetings. If interested, please forward a completed Town of Haverhill employment application and resume to Janice C. Rutan, Town Administrator, Town of Haverhill, 4585 Charlotte Street, Haverhill, FL 33417. The Town of Haverhill is an EEO and is a drug free, tobacco free workplace.