



TOWN of TOLLAND/ 21 tolland green, tolland connecticut 06084

### **Administrative Secretary II**

Town of Tolland seeks applications for part-time (20 hours) Administrative Secretary II in the Fire/Public Safety dept. Days of work Mon.-Fri. Duties include admin. support for dept. operations. Rate of pay \$18.71 per hour with no benefits. Applications are available in Town Manager's Office, Hicks Memorial Municipal Center, 21 Tolland Green, 06084 or at [www.tolland.org](http://www.tolland.org) under Help Center. All applications due back to Town Manager's Office by September 1, 2016 at 4:00 PM. EOE/AA