

Administrative Secretary II

Town of Tolland seeks applications for part-time (20 hours) Admin. Secretary II in the Fire/Public Safety Dept. Days of work Mon.-Fri. Duties include admin. support for dept. **Strong computer skills required.** Rate of pay \$22.30 per hour with no benefits. Applications available in Town Manager's Office, Hicks Memorial Municipal Center, 21 Tolland Green, 06084 or at www.tolland.org under Help Center. All applications due back to Town Manager's Office by December 12, 2019 at 4:00 PM. EOE/AA