

TOWN OF PLYMOUTH

WATER POLLUTION CONTROL AUTHORITY

Mail and Billing Address

P.O. Box 257

Pequabuck, CT 06781

Phone: (860) 582-4881



Treatment Plant

35 Canal Street

Pequabuck, CT 06781

Fax: (860) 585-4071

wpc@plymouthct.us

The Town of Plymouth Water Pollution Control Authority is accepting applications for the position of:

Administrative Assistant

Part Time / 19.5 Hr / Week

Responsibilities: The WPCA Administrative Assistant shall be responsible for carrying out office procedures requiring good knowledge of the work processes and functions of the WPCA. This position also holds responsibility for making standard office clerical decisions. Some other responsibilities of the Administrative Assistant include typing, filing, telephone answering, posting, forms processing, computing sewer fees, attending WPCA meetings as a Recording Secretary and filing minutes, agendas, and legal notices in the Town Clerks Office. A more detailed job description can be obtained upon request.

Employment Requirements: The applicant shall have a High School Diploma or equivalent, at least two (2) years of varied office clerical work experience, good communication skills and experience with Microsoft Word and Excel

Benefits include an optional 457 plan. Position also includes paid holidays and paid time off.

Starting Salary: \$22.00/hr

Applications are available at the WPCA office, 35 Canal Street Pequabuck, CT 06781 from 9:30 am through 3:00 pm or at the Town of Plymouth web site (Click on Government then Town Employment). Mail completed applications and resume to

Town of Plymouth WPCA

PO BOX 257

Pequabuck, CT 06781

Or email to wpc@plymouthct.us

Applications will be accepted until the position is filled. Additional information is available upon request.

Plymouth Water Pollution Control Authority / an Equal Opportunity Employer