**TOWN OF STAR VALLEY**

**ADMINISTRATIVE ASSISTANT /**

**EXECUTIVE SECRETARY TO TOWN MANAGER**

The Town of Star Valley will begin interviews for an administrative assistant / executive secretary to the Town Manager. This is a full-time position, salary DOE. Applicants must have experience as a secretary; excellent computer skills; and provide a resume and references. While this is a municipal, town position, applicants do not have to have prior municipal experience. The Town’s application for employment can be obtained online at [www.ci.star-valley.az.us](http://www.ci.star-valley.az.us), or at Town Hall located at 3675 E. Highway 260, Star Valley, AZ. EQUAL OPPORTUNITY EMPLOYER