

Administrative Assistant

The Town of Glasgow is seeking applicants for an Administrative Assistant position. The position performs duties involving monthly utility billing, receiving and posting a variety of revenues, daily bank deposits, answering phone and keeping official town records. Must attend evening town council meetings and keep minutes of such. Experience in an office environment, good computer skills and good public relations skills a must. Applications may be obtained at Glasgow Town Hall at 1100 Blue Ridge Rd. during normal business hours or apply through the town website. EOE