



**Town of Killingly
Open Position**

**ADMINISTRATIVE SECRETARY II
ENGINEERING & WPCA OFFICES**

The Town of Killingly is seeking an Administrative Secretary II for the Engineering Department and the Water Pollution Control Facility. Duties include performing general administrative functions and administrative work in a confidential, complex and independent nature. High School graduate or general education degree (GED), plus three to five years in general office work and/or training; or equivalent combination of education and experience. Above average working knowledge of Microsoft Office, Excel and Outlook; excellent interpersonal skills needed. Must have ability to accurately type 50 wpm. Union position, Classification: 5.

Cover letters, resumes and applications should be submitted to the Town Manager's Office, 172 Main Street, Killingly, CT 06239 or via email at employment@killinglyct.gov.

EOE/AA/M/F/D/V