

Mark Christopher  
Mayor

Vivian Link  
City Clerk/Treasurer

# City Of Williamstown

CITY COUNCIL MEMBERS:

John Coleman  
Kim Crupper  
Greg Middleton  
Jayson Payne  
Robert Perry  
Gina Austin Smith

The City of Williamstown is accepting applications for a full-time Administrative Secretary. Job duties include providing administrative secretarial support for Mayor and administrative personnel, acts as receptionist for the City Building, prepares various reports and correspondence, and provides assistance to other City personnel and the general public. Applicant must have knowledge of modern office equipment and computer hardware and various software. Competitive starting rate of pay with benefits package. Applications and complete job description are available at the Williamstown City Building, which is located at 400 North Main Street in Williamstown and on the City's web site at [www.wtownky.org](http://www.wtownky.org). Applications and resumes will be accepted until 4 p.m. on Friday, June 16, 2023. Mandatory pre-employment drug screening is required. The City of Williamstown is an equal employment opportunity employer.