

Full Time Position

The Town of Paoli Utility Office is seeking a full-time office position.

Position Responsibilities are but not limited to processing utility payments, balancing cash drawers, answering and directing phone calls. Must possess ability to communicate and work well with the public, self-motivated, dependable, and willingness to learn other aspects of the office.

The pay scale and increases are based upon experience. Benefits follow 30 days.

Interested applicants may pick up an application and/or submit resume at:

The Town of Paoli Office

110 Noth Gospel

Paoli, IN 47454