

**TOWN OF JONESVILLE**  
**1503 NC HWY 67**  
**JONESVILLE, NC 28642**  
**Phone 336-835-3426 Fax 336-835-3231**



The Town of Jonesville is seeking a motivated self-starter with the ability to multi-task and organize; responsibilities include performing administrative and clerical tasks to assist finance, tax, and utility administration. Must be willing to learn a variety of governmental functions, communicate well with the public and co-workers. The position is part-time with a flexible schedule.

Applications for employment can be found on the Town website at [www.townofjonesvillenc.com](http://www.townofjonesvillenc.com) and delivered along with a resume to Town Hall, faxed or emailed to [wthompson@townofjonesvillenc.com](mailto:wthompson@townofjonesvillenc.com).