



**TOWN OF MEDLEY, FLORIDA
NOTICE OF JOB AVAILABILITY**

The Town of Medley, an equal opportunity employer, has **one** part time position available as follows:

**Administrative Assistant
Part Time- Hourly Rate \$16.00-\$18.00**

Copies of the job description and applications are available with the Town's receptionist during normal business hours of 7:30 A.M. to 4:00 P.M., Monday through Thursday (exclusive of Medley legal holidays).

This job opening will be available for applicants to obtain an application **beginning Tuesday, September 7, 2021** through and including **3:00pm on Monday, September 20, 2021.**

**Applications MUST BE turned in no later than
3:00 P.M. on September 20, 2021.**

Qualified applicants shall be contacted for a personal interview with the Director of Capital Project and Economic Development/Town Engineer.

**Qualifications of applicants being substantially similar, first consideration
will be given to current employees of the Town.**

Applicants will be required to comply with Town of Medley Policies, specifically including its Drug Free Workplace Policy, which requires all applicants to successfully pass a pre-employment physical examination and drug screening.

The successful applicants are required to appear before the Medley Town Council.

This Notice of Notice of Job Availability is dated at Medley, Florida this 6th day of September, 2021.