

We work hard and celebrate our successes.



OFFICE ASSISTANT/CODE ENFORCEMENT

Part-Time/On-Call- Estimated Maximum of 15 Hours Per Week

Annual Salary/Hourly Wage: \$14,426.67/18.50

- Knowledge of office equipment, procedures and municipal clerical
- Accurate record-keeping, typing, calculator, duplicating machines computer skills
- Courteous Cooperative relationship with public and co-workers
- Investigate potential violations and enforce municipal codes
- Flexible and available for call-back work preferred



Apply online: townofconcrete.com/employment

Or pick up application at Concrete Town Hall, 45672 Main Street

Submit before 4:30 p.m. on December 1, 2025.

Town of Concrete reserves the right to cancel this notice at any time prior to or after date of posting. Town of Concrete is an equal opportunity employer.