

WEBSITE

START: January 15, 2026
END: January 22, 2026

THE TOWN OF HILLIARD is seeking an hourly full-time, detail-oriented Administrative Assistant to provide customer service and administrative support within the Town Clerk's office. The qualified applicant will assist with answering phones, assisting citizens, processing utility billing and payments, maintaining records, and supporting general office administration.

High School Diploma or equivalent required, associate degree in business and at least two years' experience in the public sector or equivalent work experience is preferred. Individuals must be proficient in Microsoft Word & Excel computer programs and have or gain knowledge of Florida Statues.

The Town of Hilliard is an Equal Opportunity Employer and a Drug Free Workplace. Post-offer physical required. Applications and a complete position description may be picked up at Town Hall located at 15859 West County Road 108, Hilliard, Florida from 9am until 5pm Monday through Friday, or printed from the Town's website www.townofhilliard.com. Applications with resumes will be accepted until the position is filled.