



HELP WANTED: The Town of Narrows is seeking applicants for a full-time position in the front office. Duties include payroll clerk, and support for utility billing department, front office duties (greeting public, receiving payments, answering phone calls, etc.), and other duties as assigned. Normal working hours are 9 AM to 5 PM, Monday-Friday, with occasional after hours or weekend duties.

Minimum requirements include high school diploma, office experience and various computer skills. Applicants must be familiar with Microsoft Office software. Payroll Experience preferred.

Position offers excellent benefits with salary dependent upon qualifications. Applications may be obtained at the Narrows Town Office, 210 Main Street, Narrows, VA 24124 or online at www.townofnarrows.org

Applications must be received by 5 PM on Friday December 9th, 2022. Please submit a copy of your resume with your application. Call (540) 726-2423 with any questions.