



Town of Selbyville

The Town of Selbyville, DE is looking for a *qualified individual* for the full-time position of **Administrative Assistant**.

The Administrative Assistant is an entry-level position and the duties and responsibilities include providing administrative support to the manager and other employees through a variety of tasks.

The applicant must possess a high school diploma, possess a high level of ethics and integrity, excellent verbal and written communication skills, have the ability to communicate effectively with the public and to work well with all co-workers. Applicants must possess a high level of computer proficiency, including knowledge and experience with Microsoft Office software. Some evening meetings will be required.

Benefits include health, dental and life insurance, State of Delaware Pension Plan and paid vacation and sick leave. Starting pay will be \$20 per hour.

A job description and employment application is available on our website: <https://selbyville.delaware.gov>.

The successful applicant must pass a drug test. Only applicants that are scheduled for an interview will be contacted. Application deadline is November 26, 2025.

To apply, qualified applicants should mail a confidential cover letter, resume, and completed application to:

Town of Selbyville

P.O. Box 106 | Selbyville, DE 19975

Attn: Stacey Long, Town Administrator

OR by email to: townmanager@townofselbyville.org

The Town of Selbyville is an Equal Opportunity Employer.