



Cicero/Jackson Township Plan Commission Administrative Assistant Position

The Cicero Plan Commission has a part-time opening for an Administrative Assistant. The Administrative Assistant's duties include but are not limited to, scheduling inspections and meetings, maintaining the website and social media. The Administrative Assistant also interacts with the public on a daily basis via phone, email and in person.

Applications will be accepted through Friday, April 30, 2021. Please send résumé to CJ Taylor, 331 E. Jackson St., P.O. Box 650, Cicero, IN 46034 or email: ctaylor@townofcicero.in.gov. To apply, the Town's application will be required which may be accessed online at www.ciceroin.org under the Government tab – Job Opportunities or requested by e-mail.