

Job Opening

The City of Torrington, Wyoming will accept applications for an Administrative Secretary in the Public Works Dept at the Water and Meter Dept. Application and resume may be submitted to City Hall, 436 East 22nd Ave. Applications are available at City Hall or on the City web site.

Applicant must have a valid driver's license, a high school diploma or GED. Good customer service skills and Microsoft office suite software skills are needed. This Job is open until Friday July 11th This Job is part time approximately 29 hrs per week.