

Selectboard Administrative Secretary

This benefited position is a 25/hour per week, including regular Tuesday night evening hours for Selectboard meetings. The Secretary provides support to the Selectboard and Town Administrator.

Responsibilities include daily operations of the Selectboard office, taking minutes of meetings, file maintenance, handles bulk mailings, prepares the Annual Town Report, assists with the Newsletter, handles ABCC licensing, collects fees and provides assistance and support of other committees as needed. For further information call 259-1214.

Salary starts at \$18.62/hour, and will be dependent on experience. Applications will be received on a rolling basis until the position is filled. Please submit resume and letter of interest to Becky Torres, PO Box 276, or 1 Cooleyville Rd., Shutesbury, MA 01072.

The Town of Shutesbury is an Equal Opportunity Employer.