

Employment Opportunity

Town of Charlton **Board of Health** *Department Assistant*

The Town of Charlton seeks applications from qualified candidates for the position of Department Assistant in the Board of Health Office for 15 hrs per week. The Department Assistant will report to the Administrative Assistant. Qualified candidates must have proficiency in database and office management. Duties include: administering permit/license system; office finance such as payroll, deposits, minutes, bills; file management; tracking projects and customer service. Will require some evenings. The Department Assistant will work 15 hrs per week at \$16.00 per hour. Interested applicants should send a cover letter and resume to Town Administrator Robin L. Craver, Town of Charlton, 37 Main Street, Charlton, MA 01507. Submission Deadline: October 20, 2016 or until filled. EOE