

## **Town of Charlton Seeks a FT Administrative Assistant for its Water/Sewer Department**

The Town of Charlton seeks to fill a full-time Administrative Assistant position. Under the general direction of the Water/Sewer Superintendent, the Administrative Assistant is responsible for performing skilled administrative and secretarial work in supporting the operation. This work includes varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, analyze the facts or circumstances surrounding individual problems in solutions not clearly defined by precedent or established procedures.

### **QUALIFICATIONS**

- High School Diploma required, Associates Degree in business administration preferred, related field desirable; and three to five years of progressively responsible office experience; or any equivalent combination of education and experience.
- Thorough knowledge of office procedures, practices, office equipment and terminology.
- Knowledge of applicable Massachusetts General Laws.
- Working knowledge of departmental operations as they relate to other town departments and offices.
- Ability to organize time and to work independently and accomplish tasks. Ability to handle multiple tasks efficiently. Ability to maintain detailed statistics, records, and clerical records. Expertise and skill in utilizing personal computers, popular word processing, database, and spreadsheet applications.
- Ability to effectively interact with the public in a courteous, tactful and professional manner.
- Ability to communicate clearly and effectively with the public, co-workers, other employees, departments, officials, vendors, and other agencies Ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow.
- Ability to maintain confidential information.
- Superior administrative and secretarial skills.

**Hiring Pay Range:** \$19 to \$21 hourly dependent on qualifications. Full range up to \$22.

**Internal/External Applicants:** To be considered for this vacancy, please submit the required *Application for Employment*, found at [www.townofcharlton.net/opportunities.htm](http://www.townofcharlton.net/opportunities.htm), to [Jessica.Lewerenz@townofcharlton.net](mailto:Jessica.Lewerenz@townofcharlton.net) no later than **Monday, November 27, 2017**. You may also include a cover letter and resume; however, the Application for Employment is required. Applications will also be accepted via walk-in or mail at: Town Hall, Human Resources Department, 37 Main Street, Charlton, MA 01507. *The Town of Charlton is an equal opportunity employer and encourages diversity.*