TOWN OF WAREHAM
54 Marion Road
Wareham, MA 02571

JOB POSTING

PRINCIPAL DEPARTMENT ASSISTANT

SELECT BOARD OFFICE

($21.15 – 22.82hr as of 7/1/24 $21.57 - $23.31hr)

The Town's Human Resources Department, on behalf of the Select Board Office, is accepting applications for a full-time (37.5 hours Monday – Thursday) Principal Department Assistant position. The salary and a generous benefits package (including health insurance premiums paid at 68% and Dental premiums paid at 75%) are in accordance with current bargaining agreement.

Education: High School Graduate or equivalent, and a minimum of three years of office administrator experience in a municipality, preferably including experience with state licensing authorities, or any equivalent combination of education and experience.

Job Duties: Prepares weekly agendas for meetings for the Select Board. Transcribes meeting minutes. Oversees the issuance and renewal of a variety of annual and seasonal Town licenses. Oversees preparation of annual Town Report. Prepares Spring and Fall Town Meeting warrants. Responsible for paying bills and making deposits. Collects parking ticket fines. Prepares legal advertisements, abutter notices and letters. Responds to inquiries from the public and performs general office and administrative work as required.

Requirements: Applicants must have excellent typing, secretarial and computer skills. Must be proficient in Excel, Word and Office; have knowledge of relevant Massachusetts General Laws; be able to operate standard office equipment; be able to work with the public in a courteous and pleasant manner; be able to work independently; ne able to multi-task and remain organized; and must be detail oriented. Subject to CORI/SORI check, pre-employment physical and drug test.

Please submit letter of interest and resume to the Human Resources Director:

Dorene M. Allen-England, Esq.
Memorial Town Hall
54 Marion Road
Wareham, MA 02571
Dallen-england@wareham.ma.us

AA/EEO/ADA
Posted: April 18, 2024
Position open until filled