

September 21, 2016

**ADMINISTRATIVE BOARD SECRETARY**  
**Zoning Board of Appeals & Community Development**

Seeking qualified applicant for 34 hrs/wk position Administrative Board Secretary to the Zoning Board of Appeals and Community Development; must be a high school graduate with two years of secretarial school training and three years of paid secretarial experience or high school graduate with five years of paid clerical and secretarial experience; or any equivalent combination of education and experience. Work under the general direction of the Community Development Director, ZBA Chair and ConCom Chair as needed. Must possess demonstrated competence and ability to take meeting notes, typing and computer usage i.e. database/spreadsheet/word processing. Job description via website [www.walpole-ma.gov](http://www.walpole-ma.gov)) \$22.77/hr. Apply to Town of Walpole, HR, 135 School Street, Walpole, MA 02081 by 10/12/16. AA/EOE