



PERSONNEL
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Town of Walpole

Commonwealth of Massachusetts

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ADMINISTRATIVE BOARD SECRETARY

Zoning Board of Appeals & Building Department

Seeking qualified applicant for part-time (24hrs/wk) position of Administrative Board Secretary to the Zoning Board of Appeals & Building Dept. Routine to complex secretarial and administrative work of a moderate degree of responsibility. Successful applicant 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 Board & Building Commissioner with administrative and operational supervision of the Building Commissioner & ZBA Chair as needed. Ability to respond verbally or in writing to general or specific questions as to policy or procedures clearly and concisely with consideration of positive public relations and to recognize those areas for which inquires should be referred to a superior or to a policy board. Must possess demonstrated competence and skill in shorthand/speedwriting, typing and computer usage i.e. database/spreadsheet/word processing (job description via website www.walpole-ma.gov) \$21.35 - \$24.52/hr. Apply to Town of Walpole, HR, 135 School Street, Walpole, MA 02081 by 2/10/14. AA/EOE