

September 23, 2016

ADMINISTRATIVE BOARD SECRETARY
Zoning Board of Appeals
17 hrs/wk

Seeking qualified applicant for part-time (17 hrs/wk) position of Administrative Board Secretary to the Zoning Board of Appeals (ZBA). High school graduate with 2 years of secretarial training and 5 years of paid secretarial experience or equivalent combination of education and experience. Must attend night meetings; 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; \$22.77/hr. Apply to Town of Walpole, HR, 135 School Street, Walpole, MA 02081 by 10/12/16. AA/EOE