



Town of Walpole
Commonwealth of Massachusetts

HUMAN RESOURCES

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ADMINISTRATIVE BOARD SECRETARY
Zoning Board of Appeals

Seeking qualified applicant for part-time (18 hrs/wk) position of Administrative Board Secretary to the Zoning Board of Appeals (ZBA). 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 Community Development Director and 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 ability to take meeting notes, typing and computer usage i.e. database/spreadsheet/word processing (job description via website www.walpole-ma.gov) \$22.32/hr. Apply to Town of Walpole, HR, 135 School Street, Walpole, MA 02081 by 9/2/15. AA/EOE