



Human Resources

*Town of Walpole
Commonwealth of Massachusetts*

Town Hall
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Walpole, MA 02081
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May 23, 2024

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TOWN OF WALPOLE
TOWN CLERK

Board Secretary
Conservation Commission
10-15 hours/week

The Town of Walpole is seeking applicants for a part-time 10-15 hours per week position for the Conservation Commission. Position is responsible for providing clerical and secretarial work for the Conservation Commission.

Desirable Qualifications & Skills:

This position assembles pertinent correspondence and other documents for preparation of agendas and informational packets for the commission and administration prior to meetings. Posts meetings & hearings in accordance with the requirements of the Open Meeting Law. Attends meetings for the Conservation Commission to take minutes. Communicates with staff and the general public as required.

Must be a high school graduate with two years of secretarial school training and one year of paid secretarial experience or high school graduate with three years of paid clerical and secretarial experience; or any equivalent combination of education and experience. Position requires working knowledge of Microsoft office suite (Word, Excel). Complete job descriptions via web site www.walpole-ma.gov.

Starting Salary:

\$24.54/hour; Non-union

How to Apply:

Applicants can submit cover letter, resume & [Town of Walpole employment application](#) to: Town of Walpole, HR, 135 School Street, Walpole, MA 02081 or email apply@walpole-ma.gov. Position will remain open until filled. AA/EEO