

DPW ADMINISTRATIVE ASSISTANT

Permanent/Full Time, Union Position

Grade: 6, Start: \$17.84

The Town of Norfolk Department of Public Works is accepting applications for a DPW Administrative Assistant. This position requires self-motivation and the ability to work independently in a fast paced office environment. This position supports all Divisions of the Department of Public Works with a strong emphasis of support in the Water Division.

Requirements include a high school diploma or equivalent, a minimum of five years of high level administrative experience including a complete working knowledge of office administration, secretarial practices, financial record keeping, automated office systems and billing. Required skills include operating computers and applicable software applications. Municipal experience is preferred with a working knowledge of water billing functions, automated water metering software and administrative water division functions.

Send letters of interest, resume with three professional references to the attention of Robert J. McGhee, Director of Public Works, Department of Public Works, 33 Medway Branch, Norfolk, MA 02056 or e-mail kmitnick@virtualnorfolk.org. This position will remain open until August 1, 2014. AA/EOE