TOWN OF NORFOLK

DEPARTMENT OF PUBLIC WORKS
33 Medway Branch
Norfolk, Massachusetts 02056

DPW Office Assistant

The Town of Norfolk Department of Public Works - Administrative Division is accepting resumes for an *Office Assistant*. This is a permanent/full-time 40 hour a week union position with a starting salary range of $16.18 - $19.23, Grade 4.

This position requires self- motivation and a minimum of (3) three years of clerical experience with the ability to work effectively in a fast paced office environment. Candidates must be proficient in Microsoft Word and Excel.

Duties include providing secretarial and clerical support to the Department which includes, assisting the public, maintaining department records, data entry, bookkeeping and working on a wide variety of time sensitive assignments in a fast paced DPW office environment. Knowledge/experience of water system billing and customer support would be a plus.

Resumes with three professional references should be submitted to the attention of Robert J. McGhee, DPW Director *at the* Department of Public Works, 33 Medway Branch Road, Norfolk, MA 02056 or email kmitnick@norfolk.ma.us. This position will remain open until January 4, 2016.

Norfolk is an AA/EOE