

Town of Norfolk

Land Use Department Administrative Assistant

The Town of Norfolk seeks to fill the full-time Administrative Assistant position of the Land Use Department Office. This is a 32 hour a week union position with a starting salary of \$19.71, Grade 7 Step 1. The employee works under the general supervision of the Town Planner.

Responsibilities include providing clerical support to the Land Use Department (Planning Board, Zoning Board of Appeals, Board of Health & Conservation Commission) Department, providing customer assistance; answers telephone, screens calls and takes messages, preparing for, attending and taking minutes for two (2) monthly evening meetings, compile and maintain information for department and public use, prepares vouchers and payments for transmittal to the Treasurer's office, prepares Legal notices/Notices of Hearing and ensures timely mailing of related documents as required.

The preferred candidate for this position would have an associate's degree in a related field, must be proficient with computers, and three (3) years of office and clerical work experience. Municipal experience is preferable and must be able to work well with the public, resolve problems efficiently, self-motivated and organized. A candidate for this position must obtain certification as a Notary Public within six (6) months of hire. Please forward cover letter and resume to Ray Goff, Town Planner, Town of Norfolk, One Liberty Lane, Norfolk, MA 02056 or email to rgoff@norfolk.ma.us by November 19, 2015. The position is open until filled.