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TOWN of NORTH READING

Massachusetts

2017 JAN 24 PM 2:35

Human Resources

Alyson Olsen
Administrator

TOWN CLERK
NORTH READING, MA

TOWN OF NORTH READING JOB OPENING

The Town of North Reading is currently accepting applications for the Administrative Assistant/Account Technician position, available in the Department of Public Works. This open position is a Grade Three (3) within the Clerical Union. This position is available effective immediately.

The position performs duties with a medium degree of independence and latitude. Provides general information and customer service in response to citizen's complaints or questions.

Duties and desired skills include:

- * Produces bill schedules, purchase orders and weekly payroll
- * Prepares work orders
- * Assists Executive Administrative Assistant with monitoring of budgets & financials
- * Record keeping for all DPW budgets and accounts
- * Good public relations skills, especially during high call & visit volumes
- * Ability to manage multiple tasks with frequent interruptions and still be details oriented
- * Ability to make decisions quickly and to work under pressure
- * Have excellent organizational & bookkeeping skills
- * Have excellent verbal & written communication skills
- * Tracks accrued time for DPW employees

Must have intermediate experience with computer programs such as MS Office 2010 (Word and Excel). Knowledge and experience with MUNIS software a plus.

The position is full-time, 35 hours per week, Mon–Thur 8am to 4pm and Friday 8am to 1pm. The starting rate of pay is \$19.83/hr.

If you are interested in this position, please submit your resume/application online to:

aolsen@northreadingma.gov
Subject line: NRAS GR3 DPW

Posted 01/24/2017

Internal -accepting applications until 01/31/17

Applications can be found at-

http://www.northreadingma.gov/sites/northreadingma/files/uploads/2016_north_reading_application.pdf