



RECEIVED
BARBARA STATS

2017 JAN -3 PM 12:46

TOWN CLERK
NORTH READING, MA

TOWN of NORTH READING

Massachusetts

Human Resources

Alyson Olsen
Administrator

JOB OPENING
TOWN OF NORTH READING

GRADE 3
ADMINISTRATIVE ASSISTANT
Board of Health

The Town of North Reading has an opening for a full-time (35-hours per week) Grade 3 – Administrative Assistant in the Board of Health Department effective February 2017. The position requires flexibility to work within the current workload and deadlines of the office under the direction of the Board of Health Director. This job requires taking meeting minutes for Board of Health on average one (1) night per month.

Qualifications required as follows:

- Municipal Government operations experience highly desirable
- High School graduate minimum; Associates Degree preferred
- Minimum 5+ years skilled administrative support experience
- Strong customer service and solution skills
- Ability to interact with diverse situations and with other departments
- Confidentiality and neutrality required in certain environments
- Strong organizational skills
- Detail-oriented and accuracy amid frequent interruptions
- Ability to multi-task and adhere to deadlines amid frequent interruptions
- Ability to take initiative and to work independently
- Excellent written and oral communication skills
- Basic knowledge of accounting practices
- Proficient in Microsoft Office applications and ability to demonstrate same
- Learn and develop in the municipal environment and with computer technology

Qualified applicants should send a cover letter and a resume to:

Human Resources Department – **JOB BOH 3**

aolsen@northreadingma.gov

Subject line: BOH 3

Equal Opportunity Employer