



TOWN OF NORFOLK

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS 02056

Jack Hathaway
Town Administrator

(508) 440-2855 -Office
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Advisory Board Assistant *Town of Norfolk*

The town of Norfolk (population 11,029) is seeking a part time, (approximately 300 hours / year) Administrative Assistant to the Advisory Board. This position reports to the Advisory Board Chairperson. Work includes preparing for and posting notice of Advisory Board meetings, attending meetings, taking and transcribing minutes of meetings, preparing reports and correspondence, preparing documents and reports for use at Town Meeting, and performing a variety of secretarial functions.

Working hours are periodic, including evening meetings. Depending upon the volume of Town Meeting articles, expectations are weekly meetings for several months prior to Town Meeting, both special and annual.

A candidate for this position should have knowledge of the following:

- Working knowledge of Advisory Board and municipal operations
- Financial Spreadsheets
- Grammar and Spelling

The Advisory Board Assistant job is rated as a GRADE 5 on the Town of Norfolk Compensation Schedule, with a starting pay of \$15.04 per hour for Fiscal 2010, which ends June 30, 2010.

Contact Marian Harrington at Harrington@virtualnorfolk.org or 508-440-2855 for a complete job description. Please respond with cover letter, resume, and references to Jack Hathaway, Town Administrator, One Liberty Lane, Norfolk, MA 02056 or Hathaway@virtualnorfolk.org. Applications will be accepted until the position is filled.