



Town of Wenham

Town Hall
138 Main Street
Wenham, MA 01984

Selectmen / Town Administrator

TEL 978-468-5520 X2

FAX 978-468-8014

JOB POSTING

POSITION POSTING LISTED BELOW:

A. Clerical Assistant - Highway Department

APPLICATION PROCESS:

All interested applicants are required to submit a resume and letter of interest to the Town Administrators Office (c/o Debi Morong). All such submittals can be mailed or hand delivered to:

Wenham Town Hall
Town Administrator's Office, Attn: Debi Morong
138 Main St PO Box 576, Wenham, MA 01984

Or emailed to: dmorong@wenhamma.gov

Submittal Deadline: Monday May 12, 2014 by 4:30 p.m.

Additional information regarding the posted position is available on the town website www.wenhamma.gov or can be obtained by visiting Debi Morong at the above listed address or by calling her at 978-468-5520 X2.

A. CLERICAL ASSISTANT

Status:	Permanent / part time - full time	19 Hrs. / Wk.
Department:	Highway Department	
Start Date:	Negotiable	
Compensation:	up to \$18.00 per hour	

Job Description:

Under the direct supervision of the Highway Director, the Clerical Assistant provides general administrative support for the Highway Department. Specific job responsibilities include composing and preparing correspondences, departmental accounts payables and special project assignments, as requested. Also responds to a variety of inquiries and requests from members of Town boards, department staff, and the general public.