

# Position Vacancy Notice

POSTING DATE: 15 January 2015

START DATE: 04 February 2015

TITLE: **Administrative Assistant**

INITIAL RATE OF PAY: **HOURLY GRADE 6:** Step 1 \$21.81/hr. ~  
Step 3 \$23.36/hr.

PART-TIME: **5 Hours a week** Approximately 260 hours a year

SUMMARY OF DUTIES: Provide administrative support to boards and committees as assigned by the supervisor. Primarily the Housing Committee.

## REQUIREMENTS:

- *Serve the public courteously and responsively*
- *Maintain files, organization of appointments and meetings, type agenda, attend all meetings.*
- *Ability to prioritize, track, and manage multiple tasks over the short and long term.*
- *Skills in general office automation; computer word processing and database use in particular.*
- *The ability to complete work in a timely and accurate manner.*
- *Excellent communication and interpersonal skills.*
- *High School diploma.*
- *Pre-employment physical examination.*

APPLICATION: Contact the Selectmen's Office for an application and position description.  
[asstexecsec@chilmarkma.gov](mailto:asstexecsec@chilmarkma.gov) 508-645-2101.  
Questions about the job should be directed to the Executive Secretary Tim Carroll.

DEADLINE: Completed Applications with a cover letter and resume should be submitted to the Selectmen's Office by **4:30 PM on Thursday January 30<sup>th</sup> 2015.**

INTERVIEWS: Preliminary Interviews February 2, 2015 1:00 PM  
Finalist Interviewed at Selectmen's Public Meeting on Cable TV February 3, 2015 7:00 PM.