

## **Town of Northfield**

Town of Northfield is accepting applications for Administrative Assistants to the Conservation Commission and Planning Board.

The positions are Grade 5 on the Town Pay/Classification system and have an hourly starting pay range of \$15.43 per hour. The position will be less than 100 hours/year.

The position requires organizational skills, ability to prioritize, and attention to detail. Ability to attend scheduled meetings and record minutes is essential. Computer and office equipment experience required. This is a part-time, unbenefited position with evening meetings.

Applications and complete job description are available online; [www.northfieldma.gov](http://www.northfieldma.gov), under Current Openings and at Town Hall; 69 Main St. Northfield, MA 01360. Completed applications should be sent to Town Hall addressed to the Office of the Town Administrator. Position open until filled. EOE