

Board of Health Administrative Assistant Position

The Town of Sterling, Board of Health, is seeking to fill a part-time position of Administrative Assistant. The Administrative Assistant responsibilities require attending evening meetings, taking notes during meetings, preparing minutes of meetings. Additionally, this position would require in office coverage to fulfill the Board of Health administrative duties as necessary.

The budgeted number of hours is approximately 100 hours at a rate of \$14.95/hour. An application closing date of December 23, 2015 @ 12:00 noon has been established. Resumes are to be sent to the Board of Health, 1 Park Street, Sterling, MA 01564 or via email to knickerson@sterling-ma.gov.

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