

## Zoning Board of Appeals

The Town of Sterling, MA is seeking to fill a part-time Administrative Assistant position to assist the Zoning Board of Appeals at an average of 7 hours per week in support of department operations. Must be proficient in office software (i.e. word processing, spread sheet and financial database management applications) and be able to attend meetings of the Zoning Board of Appeals during evening hours. The current salary range for this position is \$14.26 to \$19.96 per hour to be filled based on qualifications. Resumes or letters of interest to apply for this position should be sent to the attention of Don Jacobs, Office of the Personnel Administrator, 1 Park Street-Room 207, Sterling, MA 01564 or via email to [djacobs@sterling-ma.gov](mailto:djacobs@sterling-ma.gov) . It is the intent of the Town to fill this position as soon as possible.

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