

Town of Halifax
Help Wanted
Conservation Commission
Administrative Assistant
Part-Time / 10 to 15 hours per week

The Town of Halifax is seeking qualified candidates for the position of **Administrative Assistant** to perform clerical support duties for the Conservation Commission under the direction of the Town Administrator and Conservation Agent. The successful candidate will be responsible for taking meeting minutes, transcribe for approval, and general clerical tasks.

Must be proficient in Microsoft Office programs and possess administrative support skills. Strong interpersonal and communication skills are a must, as well as being detail oriented and flexible. Must be able to meet deadlines, and be able to handle routine secretarial duties, often without direct supervision and will be the contact person for the public and other Town Boards and Officials and will also provide occasional support for the other clerical staff.

A High School diploma or equivalent, as well as at least two (2) years of secretarial/clerical experience, preferably in a municipal setting are preferred. Familiarity with Conservation matters and Open Meeting Laws helpful.

Pay rate: \$20.41 per hour to \$27.55 per hour (Grade 3). This position is not eligible for benefits.

Application, resume, and any associated documents must be sent to the Board of Selectmen's Office, Halifax Town Hall, 499 Plymouth Street, Halifax, MA 02338 or submitted via e-mail to Apply@halifax-ma.org for first review by Thursday, February 22nd, 2024, at 3 pm. This position will remain open until filled. Full job description and employment application are available for download at halifax-ma.org/apply.

The Town of Halifax is an equal opportunity employer.