NOTICE OF POSITION VACANCY

PARKS SECRETARY
PART-TIME SEASONAL POSITION
WAGE RANGE: $12.75-$13.25 PER HOUR

Definition:
Skilled clerical and record keeping work in assisting management in discharging the duties of the office.

Essential Functions:
Answer telephone, emails, and service the public. Balance cash receipts daily. Perform all typing duties and any other office duties as assigned. Support the summer programs with registrations, correspondence, and record keeping.

Minimum Qualifications:
High School Graduate or equivalent. Must be 18 years old or older. Skills should include the ability to type and use a calculator.

Hours: Monday - Friday 8 a.m. to 1 p.m., 25-30 hours per week.

To Apply:
Applicants who wish to be considered for this position may submit application to the Personnel Department, Easthampton Municipal Building, 50 Payson Ave, Easthampton, MA 01027 on or before closing date.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER