



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1145
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Sewer Department Office Assistant

The Town of Groton Sewer Department is seeking qualified applicants for a part-time 90-day employee for 20 - 25 hours per week, non-benefited Office Assistant position. The hourly wage of \$20.00. This position is only for 90 calendar days in duration.

The Office Assistant is responsible for assisting the public and town employees at the office and on the telephone by furnishing a variety of information; explaining department policies and procedures; helping other town departments and outside agencies by providing information and reports; conducting research projects as required. Additionally, the Office Assistant ensures that appropriate office records are maintained and that deadlines are met; make necessary statutory filings; prepares and maintains various records on office activities pertaining to the issuance of sewer permits and the provision of wastewater services and department operations; maintains sewer customer files and related correspondence. Responsible for taking meeting minutes at board/committee meetings.

This position requires a high school diploma or equivalent with course work in bookkeeping/accounting, or a related field; one (1) to three (3) years of related experience; experience in a municipal utility office setting desired; or any equivalent combination of education and experience. Able to work evenings as needed to attend board/committee meetings.

To apply, please send cover letter and resume by mail to Human Resources Director, Town Hall, 173 Main St., Groton, MA 01450 or by email to humanresources@townofgroton.org. For questions please call 978.448.1145. Job description is available by request.

Deadline for resumes November 13, 2020

The Town of Groton is an Equal Opportunity Employer