

# Town of Georgetown



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GEORGETOWN, MA

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## HIGHWAY DEPARTMENT

Town Hall  
1 Library Street

Georgetown, MA 01833  
(978) 352-5704

## TOWN OF GEORGETOWN ADMINISTRATIVE ASSISTANT

Job Title: Administrative Assistant

Department: Highway Department

Supervisor: Peter Durkee

The Highway Department is responsible for roadways, sidewalks, drainage and some field maintenance.

### General Job Description:

Work between 15-18 hours per week at \$19.70 per hour

### Major Duties and Responsibilities:

Payroll

Accounts payable

### Other Duties and Responsibilities:

Answer incoming phone calls and assume other receptionist duties when needed

### Qualifications:

Education: Associates degree

Experience: Computers

Other: Must be organized

Send resume to [pdurkee@georgetownma.gov](mailto:pdurkee@georgetownma.gov) by July 20, 2018