



Town of Georgetown

Board of Selectmen

Memorial Town Hall, 1 Library Street, Georgetown, MA 01833

Ph· (978) 352-5755 ♦ Fax (978) 352-5727

June 2018

Employment Opportunity

The Town of Georgetown is accepting applications for a Building Department Administrative Assistant part time (20 hr/wk) the position will support the functions of the Building Inspector, including general office duties, interaction with the public, etc. Appropriate education and computer skills required. Pay rate: \$17-\$24/hour depending on qualifications, benefits include Health Ins, Vacation, and Sick time. Send resumes with cover letter to Michael Farrell, Town Administrator, 1 Library Street, Georgetown, MA 01833 or email to Jpantano@georgetownma.gov

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