



**Town of Norfolk  
Department of Public Works**

**ADMINISTRATIVE ASSISTANT**

Full Time (40 hrs), Union Position

Grade: 6

Rate: \$19.42

The Town of Norfolk Department of Public Works is accepting resumes for a DPW Administrative Assistant. The applicant must have significant computer skills, both Microsoft Word and Excel experience is necessary, MUNIS is highly desirable. The candidate should have great customer service skills, strong organizational skills, the ability to multi-task in a fast-paced office environment, work well with others, and maintain strong attendance. This position supports all Divisions of the Department of Public Works with a strong emphasis of support in the Water Division.

The candidate we seek has an associate's degree in business or a related field, a minimum of five years of high level administrative experience including a complete working knowledge of office administration, secretarial practices, financial record keeping, automated office systems and billing. A working knowledge of water billing functions, automated water metering software and administrative water division functions is preferred.

The Town of Norfolk offers a full suite of benefits and the ability to earn a pension through the Norfolk County Retirement System plus a competitive salary.

*Email all letters of interest, resume with salary requirements, and three professional references to [jobs@norfolk.ma.us](mailto:jobs@norfolk.ma.us). AA/EOE*