

Town of Ashfield Highway Clerical Assistant

The Town of Ashfield seeks a qualified individual to serve as a part-time clerical assistant for the Highway Department for up to ten hours per week. Pay range of \$23-\$25/hour or commensurate with experience. Minimum requirements include a high school diploma or GED, and the ability to operate typical office equipment and handle a variety of clerical tasks. A full job description can be found on the town website.

Applications and job descriptions are available at the Ashfield Town Hall (412 Main St.), at the Ashfield Highway Department (896 Cape St.), or on the town website (www.ashfield.org) Applications may be hand delivered to Town Hall; delivered to a drop box in front of Town Hall or mailed to Town of Ashfield, PO Box 560 Ashfield, MA 01330.

Applications will be accepted until the position is filled, but early applications are highly encouraged.

The Town of Ashfield is an equal opportunity employer.