



PERSONNEL DEPARTMENT

400 SLOCUM ROAD
DARTMOUTH, MA 02747

PERSONNEL ADMINISTRATOR

MELISSA MEDEIROS
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JOB POSTING

TITLE: Temporary Clerical Support
UNION: DTEA
LOCATION: Building
DATE AVAILABLE: ASAP
SALARY: \$20.02 per hour

RESPONSIBILITIES:

This is a temporary position helping out the Building Department. General office duties include filing, answering phones.

QUALIFICATIONS:

Three years secretarial experience or Associate's Degree and one year work experience required. Experience in municipal government and dealing with the public is strongly preferred, or any equivalent combination of education and experience.

APPLICATION DEADLINE: Open Until Filled

Applicants may submit a cover letter, resume, and application to:

Personnel Department
Town of Dartmouth
400 Slocum Road
Dartmouth, MA 02747

Or email to: mmedeiros@town.dartmouth.ma.us

Town of Dartmouth is an Equal Opportunity Employer