 Town of Rochester

**Office of the Select Board**

1 Constitution Way, Rochester MA 02770

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[**www.townofrochestermass.com**](http://www.townofrochestermass.com)

The Town of Rochester seeks qualified applicants for its Administrative Assistant position for the Zoning Board of Appeals. This position is full-time (37.5 hours per week) and consists of daily office hours, as well as attendance at their night meetings approximately twice a month. Candidate must demonstrate excellent communication skills as position requires considerable interaction with the public. General office skills also required, to include: proficiency in Microsoft Office, usage of standard office equipment, and ability to take minutes. Starting salary range is $21.20 to $22.50 per hour depending upon experience. Letters of interest can be sent to Amanda Baptiste, Town of Rochester, 1 Constitution Way, Rochester, MA 02770. Deadline for applications is February 10th, 2023. The Town of Rochester is an equal opportunity employer.

Posted: January 26th, 2023