



Administrative Assistant/ DPW//Full-Time

Town of Ware

Wanted: Administrative Assistant in the Department of Public Works. This is a full-time (35 hour) benefitted, unit position. **Duties and responsibilities include but not limited to:** clerical and administrative work in support of the Public Works Department and the DPW Director as well as providing customer service, data processing, and bookkeeping. Other duties include preparing, processing and maintaining records relative to the operations of the Department permitting, water/sewer billing, payroll processing, and accounts payable. **Minimum Qualifications:** An Associates Degree or equivalent plus three (3) years of experience in an office setting. Experience in a municipal setting and in dealing with the public, strongly preferred. Must be proficient with Microsoft Office and ability to learn software, MUNIS a plus. Must possess great attention to detail and be able to multi-task and work accurately. All applicants must be able to pass a criminal background/CORI check and a pre-employment physical including drug testing. **Starting Salary:** based on unit contract. Interested applicants please send cover letter and resume with three professional references to: Human Resources Department, Town of Ware, 126 Main Street, Ware, Massachusetts 01082 or e-mail resumes@townofware.com. AA/EOE

November 13, 2023