



Town of Reading
16 Lowell Street
Reading, MA 01867

Fax: (781) 942-9037

Website: www.readingma.gov

Finance Department
Human Resources Division
(781) 942-9033

CLERK

Administrative and Community Services Departments

Duties: Employee is responsible for performing a variety of clerical and administrative work as support to the staff in the Community Services and Administrative Services Departments.

Qualifications: Applicants should have a high school degree and at least two years of office experience. Must have excellent communication skills to deal with the public in a positive manner and strong organizational and computer skills. Also must have the ability to learn new software and how to update a website.

Starting Salary: \$17.12/hour

Hours: Monday - Thursday (37.5 hours/week)

By January 6, 2014, send an application or resume to C. Roberts, HR Administrator, Town Hall, 16 Lowell Street, Reading, MA 01867. Resumes may also be sent by e-mail to personnel@ci.reading.ma.us. Applications are available on the Town's website at www.readingma.gov.

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