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Job Title: Conservation Commission Secretary

Salary/Compensation: \$14.98-\$20.57/hr.

Location of position (City/town): Norton

Employer: Town of Norton, Conservation Department

Description of employer (limit to 75 words): Norton is located in Southeastern MA with easy access to Rt 495, Rt 140 and Rt 123. Norton Conservation Commission administers and enforces Wetland Protection Act and manages conservation land within the town. Approximately 100-120 permits are issued in any year.

Work schedule (limit to 50 words): Part-time, 18 hours, Fridays 8:30am-12:30 are required, remaining hours are negotiable.

General Job description: (limit to 75 words): Administrative and secretarial work in assisting the Conservation Director to discharge the functions of the office; office management work related to the accounting and administrative work of the department; acts as initial contact to public, prepares meeting minutes and all other related work as required.

Qualifications: (limit to 75 words): High school diploma; Associates Degree in a related field preferred. Over three (3) years of experience in general clerical and secretarial work, with conservation commission experience as highest preference, followed by municipal experience; related experience in bookkeeping and computers. Must have Microsoft suite skills at a minimum.

Deadline to apply (if any): March 15, 2017

For More Information and How to apply (link to website and/or provide email address): <http://www.nortonma.org/employment-opportunities> , Contact Conservation Agent, Jennifer Carlino with any questions at [conservation@nortonmaus.com](mailto:conservation@nortonmaus.com) .