

**BOARD OF SELECTMEN**  
Francis A. Hegarty, Chairman,  
Robert F. Brady, Jr., Clerk  
Steven P. Rose, Associate

**TOWN ADMINISTRATOR**  
Michael W. McCue

# Town of Avon Massachusetts

Town Offices  
Buckley Center 02322  
(508) 588-0414  
FAX (508) 559-0209



## Town of Avon

The Town of Avon seeks qualified applicants for its Grade OAL 2/1, Administrative Assistant I position. Candidates must have a high school diploma and strong administrative skills, with experience in Town Hall department functions, especially experience in Senior Center Office. Candidate must demonstrate excellent communications skills as position requires considerable interaction with the public. General office skills, to include Microsoft Office proficiency, are required. The workweek is Monday through Friday 8:30 a.m. to 4:30 p.m. Starting salary is \$16.21 per hour. Send a letter of interest to Mr. Michael McCue, Town Administrator, 65 East Main Street, Avon, MA 02322.

Closing date of this posting is December 31, 2013.

Posted December 31, 2013