

BOARD OF SELECTMEN
Eric S. Beckerman, Chairman
Jason L. Suzor, Sr., Clerk
Shannon M. Coffey, Associate

INTERIM TOWN ADMINISTRATOR
James P. Purcell

Town of Avon Massachusetts



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TOWN OF AVON

2023 MAR 15 A 11: 36

TOWN CLERK

JOB POSTING

PART-TIME ADMINISTRATIVE ASSISTANT

The Town of Avon seeks a part-time Administrative Assistant to provide primary general administrative support to the Board of Assessors and Building Department as well as intermittent administrative support to various Boards and Committees.

This position has frequent contact with the public and requires a high level of customer service. Essential duties include answering the telephone, waiting on the counter, assisting taxpayers with filing departmental forms including exemptions, abatements, overvaluations for personal property, real estate, and motor vehicle taxes. Prepares abutters list requests. Assists the Building Commissioner with building permit applications and checks for completeness of application including license status, insurance certificates, and fee amount.

Qualifications include an associate degree or higher preferred. A minimum of three years of related experience in working with the public in a municipal environment and/or related administrative assistant/office work is required. Additionally, experience in resolving difficult customer service requests is helpful. User knowledge of personal computers and Windows-based software programs.

The work week is not to exceed 19 hours per week and will include some evenings and Saturdays. This is part-time, non-union position with no benefits. The pay rate is \$19.36 per hour depending on experience. Send a letter of interest and employment application to Shanna Faro, Human Resources Coordinator, 65 East Main Street, Avon, MA 02322, or e-mail to hr@avon-ma.gov. Position will remain open until filled. EOE/AA