

Town of Becket

Clerk of Committees/Health Office

The Town of Becket is seeking qualified applicants for the position of Clerk of Committees/Health Dept. Asst. Responsibilities: assisting the Planning Board, Board of Appeals and Board of Health with daily operations including receiving applications, answering phones, posting meetings, recording meeting minutes and responding to the public. Works under the general supervision of the Town Administrator. Performs varied technical, clerical and administrative work. Must have the ability to deal with the public in a courteous & tactful manner. Some evening meetings required. Minimum qualifications: high school degree or equivalent, with at least one year experience in business technology or a related field. Municipal experience a plus. Position will average approx. 30 to 40 hours per week. Hourly wage is \$14.99 to \$16.99 depending on experience. Benefits include: health, vacation, sick/personal time and retirement. Full job description is available on the Town of Becket Website www.townofbecket.org. Send resume and cover letter to: Town Administrator, Town of Becket, 557 Main Street, Becket, MA 01223. The Town of Becket is an EOE.