



## Town of Rowley

Massachusetts 01969

PERSONNEL BOARD  
PERSONNEL OFFICER  
139 Main Street • PO Box 275  
Rowley, MA 01969

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### **JOB VACANCY NOTICE**

#### **RE-POSTED**

#### **Administrative Assistant Board of Assessors' Office Town of Rowley**

The Town of Rowley is seeking an Administrative Assistant to work approximately 24 hours per week in the Assessors' Office. The administrative assistant is responsible for assisting the public in person or via telephone with answering questions on: property tax assessments; motor vehicle excise bills; boat excise bills; and abatements. Performs routine clerical work, including filing and data entry. Updates property record cards and assists the Principal Assessor as needed. Position requires experience using Microsoft Word and Excel. Minimum qualifications include High School diploma. Associate's Degree preferred. Three years of experience in secretarial/administrative assistant work required. Schedule is Monday-Friday mornings through early afternoons. Starting rate is \$22.21/hour with a six-month adjustment. Position is in the AFSCME bargaining unit. Grade 6. Applications and resumes to: Personnel Department, Town of Rowley, PO Box 275, 139 Main Street, Rowley, MA 01969 by May 14, 2024. EOE.

DME 4/30/24

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