



Town of Rowley

Massachusetts 01969

PERSONNEL BOARD
PERSONNEL OFFICER
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JOB VACANCY NOTICE

Health Department Secretary Town of Rowley

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TOWN OF ROWLEY
TOWN CLERK
2024 APR - 3 A 11:20

The Town of Rowley is seeking a part-time secretary to work in the Health Department Office. This position is responsible for clerical and secretarial work in assisting the Health Director and Health Agent in the operation of the Health Department. Must have strong organizational and communication skills. Must be proficient in Microsoft Word and Excel. Minimum qualifications include High School diploma or equivalent and two years of related experience preferred. Position works 16 hours per week. Position is in the AFSCME Bargaining Unit. Pay Grade #4. Starting rate is \$18.35 per hour with six-month adjustment. Resumes and applications to: Personnel Department, Town of Rowley, PO Box 275, Rowley, MA 01969 by April 17, 2024. EOE

DME 4/3/2024