

**JOB OPENING**  
**TOWN OF NORTH READING**



**Select Board Secretary**  
**Administration Department**

The Town of North Reading's Administration Department is currently hiring a Secretary for the Select Board. This position is 22 hours per week.

A successful candidate will have strong administrative and organizational skills, must be detailed orientated and have the ability to work under limited supervision and in a confidential environment.

The starting hourly rate is \$18.50 depending on qualifications.

If you are interested in this position, send an application or resume to:  
[Jobs2@northreadingma.gov](mailto:Jobs2@northreadingma.gov)

Applications can be found at  
<https://www.northreadingma.gov/human-resources/pages/job-opportunities>

Equal Opportunity Employer  
March 17, 2021

3-18-2021 NR