

TOWN OF NEW MARLBOROUGH  
Administrative Secretary

The Town of New Marlborough, acting through its Board of Selectmen, is seeking an Administrative Secretary (30 hours/week). Position involves a wide range of administrative duties including minute taking, maintaining records, and correspondence. Must be available for evening meetings. Position requires attention to detail, organization, ability to multi-task, Microsoft Office skills, and ability to interact with the public. Qualifications require prior experience in related office functions. Wage range is \$21-\$23 per hour plus benefits. Please submit cover letter and resume to Town Administrator at [mbos@newmarlboroughma.gov](mailto:mbos@newmarlboroughma.gov). The position will remain open until filled. EEO/AA