



COMMONWEALTH OF MASSACHUSETTS
TOWN OF NEW MARLBOROUGH
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Police Department Clerical Administrative Assistant

The Town of New Marlborough is seeking applicants for a clerical administrative assistant to the Chief of Police. Qualified applicants will be able to provide administrative support to ensure an efficient operation of the police office. The 12 hour per week position will include the following duties:

- Assist in the preparation of reports and schedules.
- Function as a liaison of The Department and to correspond with other public safety agencies, contractors, courts and the general public.
- Organization and record keeping of police reports, citations, records and other departmental paperwork.
- Assist in updating documents and uploading them to a cloud-based system.
- Be responsible for confidential and sensitive public safety information.
- General office work including answering phones, maintaining office supplies, and filing.

Applicants should have strong written and verbal communication skills, be proficient with computer applications like Microsoft Office or Google, and be able to work independently. Must be able to maintain a high level of confidentiality. Previous administrative experience is desirable.

Please email a letter of interest and resume to Sophia Bletsos, HR Director at sbletsos@newmarlboroughma.gov

The Town of New Marlborough is an Equal Opportunity Employer/Affirmative Action Employer.