



Town of Topsfield

JOB POSTING

SENIOR ADMINISTRATIVE ASSISTANT Inspectional Services Department

(Posted May 10, 2024)

- Title:** Administrative Assistant (Inspectional Services)
- Posted:** May 10, 2024 *(Open until filled)*
- Hiring Rate:** \$25.00 - \$28.00/hour is anticipated hiring range DOQ
- Job Classification:** Grade 5; Non-Union Classification Plan; FLSA Non-Exempt; Personnel Bylaw
- Benefits:** Eligible for health insurance and pro-rated employee benefits
- Schedule/Hours:** 24 hours/week; Monday - Thursday: 7 am to 1:00 pm
- Summary:** The Town of Topsfield seeks qualified candidates for the part-time benefitted position of Administrative Assistant to support the Inspectional Services Department including the Building, Electrical, and Plumbing Inspectors.
- Description:** The Administrative Assistant supports the Building Inspector, Electrical Inspector, and Plumbing/Gas Inspector by performing administrative duties including (but not limited to) communications and information to residents, town officials, developers, and the general public over the phone, through e-mail and in person; Maintains files, department website, permit forms, etc. Performs all other related work as required.
- Supervision:** Works under the supervision and general direction of the Inspector of Buildings; Reports directly to the Inspector of Buildings and indirectly to the Town Administrator as needed.
- Conditions:** Work is performed under typical office conditions; the noise level is moderately quiet. The position is frequently the only person in the office, however, other Town administrative offices are available to provide secondary coverage as necessary.
- Education:** High School diploma or equivalent is required; an Associate or BA degree is preferred.
- Deadline:** Applications will be reviewed starting on **Friday, May 24, 2024**. *(The position will remain open and posted online until a qualified candidate is hired.)*
- To Apply:** Submit a letter of interest and resume to Topsfield Town Hall c/o Debi Morong, 8 West Common Street, Topsfield, MA 01983. *The Town of Topsfield is an Equal Opportunity Employer.*
- Contact Info:** Call 978-887-1504 or email dmorong@topsfield-ma.gov