



TOWN OF HANOVER
550 HANOVER STREET, SUITE 29
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Troy B.G. Clarkson
Town Manager

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Fire Department,
Police Station and the Town's Website

FROM: Walter L. Sweeney, Police Chief

DATE: March 2, 2015

NOTICE OF VACANCY FULL-TIME DEPARTMENTAL SECRETARY

The Town of Hanover is seeking an experienced Departmental Secretary, to assist in the Prosecutor's Office.

This position requires a self-starter, a person of high integrity who can handle confidential matters with discretion, a team player with exemplary interpersonal skills, solid organizational and computer skills are a must, time management skills, as well as filing capabilities. Responsibilities include, but are not limited to: the ability to multi-task, an ability to prioritize, a high level of accuracy, exemplary proofreading skills, proficient in Word, Outlook, and Excel, excellent written and verbal communication skills, and have a strong attention to detail. This position also includes Matron Duties; a complete list of these duties is included in the job description.

Qualifications: Associates Degree or two years related experience and/or training; or equivalent combination of education and experience. Individuals with equivalent work experience and/or educational qualifications are encouraged to apply.

The position is covered under the Hanover Municipal Employees League, Class C. Starting rate of pay is \$18.07 per hour. Scheduled workweek is 35 hours, Monday – Friday.

An application and a job description may be obtained by applying in person at the Hanover Police Station, 129 Rockland Street, Hanover, MA Monday-Friday from 8:00 a.m. – 12:00 noon and 1:00 p.m. - 4:00 p.m. please see Michelle Johnson. Deadline for submission relative to this posting is March 13, 2015 at 4:00 p.m. (posted 03-02-15)

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.
