



**\* \* \* ATTENTION \* \* \***

**PART-TIME JOB OPENING FOR**  
*Administrative Assistant to*  
*Board of Health and Health Agent*

**CONTACT: Board of Health, 4 School St., Merrimac, 01860**

**Telephone: 978-346-4066**

**E-Mail Resume to: [boh@townofmerrimac.com](mailto:boh@townofmerrimac.com)**

**General:** Responsibilities include conducting research, preparing reports, handling information requests and performing secretarial and clerical functions.

**PARTICULAR RESPONSIBILITIES:**

- Respond to all complaints and emergencies, forwarding unresolved issues to Board or Agent.
- Provide general information to the public concerning septic systems, wells, housing and other Board of Health procedures and regulations.
- Compose correspondence, draft regulations and other documents for Board and Health Agent.
- Maintain all regulations, drafting revisions as necessary.
- Administer licensing test for septic system installers.
- Administrate annual licensing process and associated correspondence (septic installers, haulers, food establishments, tobacco sales and home businesses). Includes notification of expiration, issuance of license, and late-payment notifications and penalty fees.
- Draft annual budget for approval; edit as required.
- Prepare draft of annual report for Board.
- Attend Board of Health meetings, record minutes and transcribe them.
- Prepare reports, memos, letters, financial statements and other documents.
- Prepare meeting agendas, cash turnovers, and warrants for Board signatures.
- Prepare reports and complete questionnaires for governmental agencies.
- Administrate Title V Loan Program.
- Prepare numerous types of Excel spreadsheets to track income and expenses.
- Transmit telephone and e-mail messages to Health Agent and Board members.

**SKILL REQUIREMENTS:**

- Candidate must be capable of working autonomously, and able to prioritize incoming correspondence and calls to determine distribution or notification.
- Associate in Arts Degree, or equivalent experience
- 2 years' experience in an administrative assistant or secretarial role
- Understanding of how to research Mass. General Laws and Code of Mass. Regulations, etc.
- High level of proficiency using Microsoft Office, including Word, Excel and Access
- Excellent written, verbal and interpersonal communication skills
- Proficient and accurate typing skills
- Must be very organized and have the ability to multi-task