



## TOWN OF PAXTON

The Town of Paxton is seeking a part-time municipal assistant for a June 2021 opening, to work 15-19 hours per week providing detailed clerical assistance to the Town Clerk's and Collector/Treasurer's Offices.

Position required applicant to be bondable. Must have knowledge of office procedures, be detailed oriented, and have excellent computer and communication skills.

Send letter of interest and resume to Carol Riches, Town Administrator, 697 Pleasant Street, Paxton, MA 01612 or via email at [criches@townofpaxton.net](mailto:criches@townofpaxton.net)

Pay range \$19 to \$19.75 per hour.

Applications will be accepted until April 23, 2021.

Carol L. Riches  
Town Administrator  
April 7, 2021  
EOE