

**TOWN OF MEDWAY  
ADMINISTRATIVE ASSISTANT  
ASSESSORS OFFICE**

The Town of Medway, Assessors Office, seeks qualified candidates for the full-time forty (40) hour per week position of Administrative Assistant.

Responsibilities include reviewing monthly sale and deed information, reviewing monthly budget expenditures, processing motor vehicle tax abatements, assisting the public with forms and questions, preparing mailings and labels, reviewing incoming mail and applications, assisting the Principal Assessor and Assistant Assessor with various duties such as input personal property and real property information.

**Minimum Qualifications:** The work requires a general understanding of various municipal government laws and regulations. An associate's degree is required along with a minimum of four (4) years prior office experience. Microsoft Office proficiency is required and some experience with CAMA, GIS, and municipal financial systems is preferred; shall possess solid record-keeping skills and strong verbal and written communication abilities. A combination of education and experience will be considered.

Please send a cover letter, resume, and employment application to: the Human Resources Manager, Medway Town Hall, 155 Village Street, Medway MA 02053, or email to [choule@townofmedway.org](mailto:choule@townofmedway.org). The Employment Application can be found here <https://archive.townofmedway.org/human-resources/files/employment-application-2>

Date of Posting: January 9, 2025

Closing Date: January 28, 2025

Salary: Grade 7, Step 1 \$25.01