

### Administrative Assistant

The Town of Sheffield is seeking applicants for the position of Administrative Assistant. This position would be responsible for assisting the Town Administrator and Assistant Town Administrator as directed, handling incoming calls and mail, attending evening meeting to take minutes, etc. Please visit [www.sheffieldma.gov](http://www.sheffieldma.gov) to view the job description and obtain an application. Applications are also available from the Town Administrator's office, 21 Depot Street, Sheffield, (413) 229-7000, Ext. 152. Salary will be based on experience and includes excellent benefits. This position will remain open until filled.