



CITY OF AMESBURY

BONNIJO KITCHIN, CMMC
CITY CLERK

62 FRIEND STREET
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CITY CLERK'S OFFICE - ADMINISTRATIVE ASSISTANT

The City of Amesbury seeks qualified candidates to serve as an Administrative Assistant to the City Clerk.

The position assists with the administrative and technical support of the combined offices of City Clerk, Board of Registrars, Elections and City Council. Duties Include: computer work, filing, bookkeeping, recording of evening meetings when necessary and other related functions. The ability to lift heavy, oversized records books is required.

A copy of the job description for this Non Union, Grade 6 position is available in the City Clerk's office.

Please submit resume and letter of interest to the City Clerk, 62 Friend Street, Amesbury, MA 01913 by Tuesday, September 6, 2016 by 4:00pm.

The City of Amesbury is an Affirmative Action/Equal Opportunity Employer.