



# TOWN OF NORTON

MUNICIPAL CENTER

70 EAST MAIN STREET, NORTON, MA 02766

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Michael D. Yunits  
Town Manager

## EMPLOYMENT OPPORTUNITIES

### PART-TIME SECRETARY AND FULL-TIME OFFICE ADMINISTRATOR

The Town of Norton has vacancies in the following positions which include evening meeting work hours:

- Part-Time Recording Secretary
- Part-Time Department Secretary
- Full-Time Office Administrator

Cover letter, employment application, and resume must be mailed to Michael D. Yunits, Town Manager, Norton Municipal Center, 70 East Main Street, Norton, MA 02766, with the position applied for specified.

Applications will be accepted until the positions are filled, but a review of applications will begin July 30, 2018. Job descriptions and employment application are available at: [www.nortonma.org](http://www.nortonma.org).

Publish: Sun Chronicle (07/17/18)

Post: Town Hall Bulletin Board (07/13/18)  
Town Web Site ([www.nortonma.org](http://www.nortonma.org))

pc: Planning Board  
Board of Selectmen  
Town Clerk