



## TOWN OF WARE

### Department Assistant I - Building

The Town of Ware is seeking applicants for the position of Building Department Assistant. This position reports directly to the Building Inspector and is responsible for the efficient and customer friendly operation of the department. The Department Assistant duties focus on customer service, processing of building permits, coordination of inspections, and answering questions by phone, mail, email and in the office. Other duties include data entry, preparing reports, permits, letters and other office related functions for the Building Inspector. Position also coordinates the work of the Conservation Agent and the Conservation Commission and other departments as needed.

The ideal candidate will have a high level of customer service skills, excellent verbal and written communication skills, and proficient with numbers, permit tracking, Word and Excel. The position requires an associate's degree and at least three years of office experience, or any equivalent combination of education and experience. Experience in a municipal office setting and in dealing with the public is preferred.

A background investigation and pre-employment physical are required. Equal opportunity employer. The position will remain open until filled. Submit a cover letter, application, and resume with at least three references to:

Office of the Town Manager  
126 Main Street  
Ware, MA 01082  
Telephone (413) 967-9648 Ext. 100  
[sbeckley@townofware.com](mailto:sbeckley@townofware.com)

Applications and a full job description are on-line at [www.townofware.com](http://www.townofware.com). Review of applications will begin on April 26, 2018 and will continue until the position is filled.