

Administrative Associate I

The Town of Berwyn Heights is accepting applications for the position of Administrative Associate I with the Department of Public Works. The position available is in a part-time capacity (approximately 30 weekly hours). The selected candidate is expected to perform clerical and administrative duties to support the functions of the Public Works Department and the Director of Public Works. Applicants selected for employment will be required to submit to a pre-employment background check with drug screening. The starting hourly rate for this position is \$16.28.

The application and job description for this positions is available at www.berwynheightsmd.gov and should be mailed to the attention of Human Resources Manager at the Town of Berwyn Heights, 5700 Berwyn Road, Berwyn Heights, Maryland 20740.

Applications will be accepted through Friday, March 10, 2017.