



## TOWN OF SUDBURY Position Available

### **Administrative Assistant to the Director of Veteran's Services for the Marlborough-Sudbury Regional Veterans District 15 hours per week**

**Posting Date: April 18, 2013**

The Town of Sudbury seeks a qualified part-time Administrative Asst. to work under the direction of the Director of Veterans Services to assist in carrying out relevant duties including, but not limited to, the coordination of benefits to eligible applicants; the completion of local, state and federal compliance reports; and other duties as needed in the newly formed Marlborough-Sudbury Regional Veterans District.

**Duties and Qualifications:** In addition to above, the position requires effective verbal and written communication skills; excellent computer and record keeping skills; ability to interact with Veterans with sensitivity, tact and discretion; ability to work independently and be self-motivated. Basic knowledge of Veterans Benefits and prior experience with the processing of Local, State and Federal Veterans claims is preferred. Duties will be performed in both the Sudbury and Marlborough Veterans Offices.

Successful candidate must have a valid Massachusetts driver's license and must be CORI/SORI compliant.

Veterans meeting the qualifications are strongly preferred.

**Compensation and hours:** Position is part-time:  
15 hours per week: 3 "5 hour" days  
Starting hourly rate is \$13.50 to \$14.50  
No benefits.

**Send letter of interest and resume to:**

HR Director,  
Town of Sudbury  
278 Old Sudbury Road,  
Sudbury, MA 01776

or by e-mail to: [bilodeaum@sudbury.ma.us](mailto:bilodeaum@sudbury.ma.us).

**Deadline:** Resumes accepted until May 3, 2013.

AA/EOE