



TOWN OF WESTPORT

Council on Aging
75 Reed Road
Westport, Massachusetts 02790-1135

tel.: 508-636-1026

fax: 508-636-1034

councilonaging@westport-ma.gov

Job Opportunity

Westport Council on Aging Transportation Clerk

The Westport Council on Aging seeks qualified applicants for the position of Transportation Clerk for 16 hours per week. The Transportation Clerk performs varied and responsible duties requiring confidentiality including computerized scheduling and dispatching, clerical and record keeping and assisting the Principle Clerk / Transportation Coordinator and /or the COA Director with the functions and responsibilities relating to the operation of the COA Transportation Program in accordance with state and local statutes and regulations; all other work as required.

Appointment is contingent on a successful CORI check & physical exam.

Employment applications are available at the Council on Aging, 75 Reed Road, Westport, MA 02790 or online at <http://westport-ma.com/news/docs/rev10.10-Employment%20Application.pdf>.

Resumes and completed job applications should be mailed to Mary Ellen Gomes, Director Westport Council on Aging, 75 Reed Road, Westport, MA 02790.

Deadline is January 30, 2012

3:00 PM

The Town of Westport is an Affirmative Action/Equal Opportunity Employer.