

Administrative Clerk

The West Tisbury Board of Health is seeking an Administrative Clerk to perform administrative duties and provide office support for the Town's Health Agent. Duties include general office duties, fielding telephone calls, assistance with permits and providing assistance to members of the public seeking information. This is a 12 hour, part-time, hourly position starting at \$20.08. Please send a letter of interest and resume to: Omar Johnson at boh@westtisbury-ma.gov.