



# TOWN OF WAKEFIELD

## RETIREMENT BOARD

Kevin Gill, Chair  
Sherri A. Dalton  
Dennis P. Fazio  
Erin Kokinda  
Daniel W. Sherman

Cathy Cheek, Executive Director, [ccheek@wakefield.ma.us](mailto:ccheek@wakefield.ma.us)

The Wakefield Retirement Board has a part-time, 19 hours per week position available. Job requirements include routine office procedures, filing, and correspondence; telephone support and member and retiree requests for information. Applicants must have experience and a general understanding of M.G.L. Chapter 32 and PERAC regulations. Strong mathematical, analytical, oral communication and interpersonal skills and the ability to maintain strict confidence. Must be proficient in the use of personal computers, including Microsoft Word and Excel.

PTG retirement computer software knowledge is desirable.

Salary is commensurate with experience.

All interested applicants should send their cover letter and resume to Cathy Cheek, Executive Director at [ccheek@wakefield.ma.us](mailto:ccheek@wakefield.ma.us)

