



## Town of Holbrook

### TEMPORARY CLERK/INTERN – TOWN ADMINISTRATOR'S OFFICE

The Town of Holbrook has an immediate opening for a part-time temporary Clerk/Intern in the Town Administrator's Office.

The Town of Holbrook seeks a customer service focused, thorough and organized individual for the temporary part-time (up to 35 hours/week) Clerk/Intern position.

Responsibilities and duties include, but are not limited to the following: Processing inquiries in person, over the telephone and via email in a prompt courteous manner. Performs a wide variety of general administrative duties; must possess excellent computer skills, and be able to learn quickly. Maintains prompt, courteous customer service while interacting with the general public and all Town Departments. Perform various other tasks as assigned by the Town Administrator.

Qualifications and experience: High School diploma. Some office experience is preferred, but not necessary.

Compensation: \$23.70 per hour. This is not a union position.

Work Schedule: up to 35 hours within the regular town hall office hours of Monday, Wednesday, Thursday 8 a.m. – 4 p.m., Tuesday 8 a.m. – 7 p.m., Friday 8 a.m. – 12 p.m.

Supervision: Under the direction of the Town Administrator.

Physical Demands: Minimal physical effort is required to perform duties under typical office conditions; occasionally required to lift boxes weighing up to 25 pounds. The employee is frequently required to sit, stand, speak and hear, reach with hands and arms, and use hands to operate office equipment. Vision requirements include the ability to read routine documents, and use a computer.

How to apply: Applicants should forward a cover letter and resume to the Town Administrator's Office; [town\\_administrator@holbrookmassachusetts.us](mailto:town_administrator@holbrookmassachusetts.us). This position will be advertised until filled.

The Town of Holbrook is an AA/EOE employer.

TOWN CLERK

ALIX B. PHILLIPS

HOLBROOK