



Town of Holbrook

TEMPORARY CLERK /INTERN

In accordance with Article III of the current Town of Holbrook By-Laws Section 10 Salary and Administration Plan, the Town of Holbrook is seeking qualified applicants for the vacancy of part-time temporary Clerk/Intern. The following job is hereby posted:

The Town of Holbrook has an immediate opening for a part-time temporary Clerk/Intern.

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. Collects and balances various types of payments received in the Collector's Office. Performs a wide variety of general administrative duties; must possess excellent computer skills, and be able to learn quickly. The Clerk/Intern has frequent contact with the general public, finance professionals and other municipal departments. Maintains courteous demeanor at all times. Performs various other tasks assigned by the Treasurer/Collector and/or Town Administrator.

Qualifications and experience: High School diploma. Some office experience is preferred, but not necessary. College students on summer break are encouraged to apply.

Compensation: Town of Holbrook Salary Administration Plan \$19.25 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 Treasurer/Collector and/or 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 via email to Bobbie Lee Curry, Human Resources Director, bcurry@holbrookmassachusetts.us This position will be advertised until filled.