



PRINCIPAL CLERK OPENING

The Town of Holliston Board of Assessor's Office is accepting applications for the Position of Principal Clerk. **This is a part-time, up to 19 1/2 hours per week non-union position with a starting salary is Grade 300, Step 1, \$19.56 per hour.**

The Principal Clerk performs skilled administrative and customer service work assisting the Board of Assessors, Principal Assessor, and Administrative Assessor to carry out the functions of the office. Duties include maintaining written and computerized records; updating databases to maintain accurate assessment records; responding to inquiries from taxpayers, real estate brokers, appraisers and other members of the public in person, in writing, by telephone, and by e-mail; interacting with other town departments to provide and obtain required information; and any other similar or related duties as required, or as situations dictate.

The position of Principal Clerk requires a High School Diploma and three or more years of administrative work experience in an office environment. Candidates are subject to a pre-employment physical including a drug test.

Required skills include a working knowledge of typical computer applications for an office setting, as well as a working knowledge of other office equipment such as copiers, fax machines, calculators, telephones and typewriters. A working knowledge of computer applications for the functions for an Assessors Office is desirable, but is not required.

Duties include providing senior level office services in support of the department operations, assisting the public, required computer skills, some bookkeeping along with municipal experience desirable with preference given to individuals with Assessing experience.

Starting Salary \$19.56. Applications must be submitted by May 26, 2017.

Applications available at: Holliston Assessor's Office

Holliston Town Hall
703 Washington St. Holliston, MA 01746
or emailed to: minihana@holliston.k12.ma.us

The Town of Holliston is an EOE/AA.

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