



Principal Clerk, Fire Department

The Town of Holliston is seeking applicants for the part time position of Principal Clerk, Fire Department. This position provides comprehensive administrative and clerical support to the Fire Department.

This position requires superior organizational skills, attention to detail and excellent technology skills.

The successful candidate will have a high school diploma and 1-3 years of related experience. Previous experience with administrative tasks and data entry is required

Please see the job description on the Town website for further detail.

Pursuant to the Town's Consolidated Personnel By-laws, this position is classified as Grade 300, Step 1 which is \$21.39 per hour. This is a part time, non-benefit eligible position not to exceed 18.5 hours per week. The schedule is flexible.

Please e-mail your application and resume to Cheryl Houle at houlec@holliston.k12.ma.us by noon on Wednesday October 6, 2021. Applications can be found on the Town website. Applications may also be dropped off at Town Hall in the Treasurer's Office.

Position will remain open until noon on Wednesday October 6, 2021 or until filled.

The Town of Holliston is an EOE/AA.