



# Town of Holbrook

## Massachusetts

Office of the  
Board of Assessors  
(781) 767-4315

### *Principal Clerk – Part Time Assessors Office*

A part-time position of *Principal Clerk in the Assessors Office* will be available to qualified applicants after January 2017. This is a part-time position with the work period to occur within the hours of 8:00 a.m. to 4:00 p.m.

Applicants should possess the following knowledge, skills and abilities:

- \* Knowledge of personal computers, including Microsoft Office and related software.
- \* Knowledge of principal and practices of organization, planning, record management, research, and general administration.
- \* Ability to communicate effectively both verbally and in writing with members, staff, employees and public.
- \* Ability to operate standard office equipment including but not limited to computers, typewriters, copiers, calculators and facsimile machines.
- \* Ability to follow oral and written instructions.
- \* Must have a Massachusetts driver's license in good standing

Please outline your present position, duties performed and a resume of your prior experience, along with personal references.

**Salary:** As required by The "The Union Agreement" currently in effect.

**Hours:** This is a part-time position consisting of 25 hour, to be scheduled for the optimum benefit of the Board of Assessors.

**Apply:** Daniel Lee, Chairman  
Holbrook Board of Assessors  
Town Hall  
50 North Franklin Street  
Holbrook, MA 02343

TOWN CLERK

DEC 7 AM 9:33 '16

HOLBROOK