



# Town of Holbrook

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TOWN OF HOLBROOK  
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## TOWN OF HOLBROOK

### JOB POSTING

### PRINCIPAL CLERK PART-TIME

### Inspectional Services, Health Department, and Town Clerk's Office

#### SUMMARY:

This 28-hour per week, part-time clerical position, will perform a variety of clerical tasks in support of the Inspectional Services, Health, and Town Clerk's offices.

#### DUTIES:

Routine to semi-complex clerical tasks working in conjunction with the Inspectional Services, Health and Town Clerk's offices, and other elected and appointed officials and department heads as may be necessary on a day to day basis. Duties may include, but not limited to, preparing correspondence, record keeping, assisting with payments, assisting with permit applications, handling confidential information, answering telephones, attending meetings, filing, preparing documents for various meetings, and any other general clerical work as assigned.

#### SALARY:

Grade 1, Principal Clerk, Step 1, per AFSCME Union contract

#### SUBMIT RESUME by Wednesday, November 12, 2014, to:

William J. Phelan, Town Administrator  
Town of Holbrook  
50 North Franklin Street  
Holbrook, MA 02343

Posted: November 5, 2014