



Town of Holbrook
Board of Health
50 North Franklin Street
Holbrook, Massachusetts 02343

Tel: (781) 767-3030
Fax: (781) 767-9562

• TOWN OF HOLBROOK

JOB POSTING PRINCIPAL CLERK PART TIME

INSPECTIONAL SERVICES, HEALTH DEPT. 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 Dept. and the 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 are 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

As per the "Union Agreement" currently in effect

SUBMIT RESUME TO:

Timothy J. Gordon, Town Administrator
Town of Holbrook
50 N. Franklin St.
Holbrook, MA 02353 tgordon@holbrookmassachusetts.us

Application deadline: December 12, 2016