



OFFICE ASSISTANT / TOWN CLERK'S OFFICE / PART-TIME

Town of Millbury

Office Assistant II- Town Clerk's Office. This is a part-time (19-hour) non-benefited position, requiring flexible hours during Elections and Town Meetings. Duties and responsibilities include but are not limited to clerical and administrative work in the areas of Vital statistics, Licensing and Permits, Records Management, and Census/Elections. Providing administrative support to the Town Clerk as well as providing customer assistance, cashiering, and data processing.

Minimum Qualifications: High School diploma or equivalent plus two (2) years of experience in an office setting.

Preferred Qualifications: Experience in a municipal setting and communications. Must be proficient with Microsoft Office. Must possess great attention to detail and be able to multi-task and work accurately.

All applicants must be able to pass a criminal background / CORI check and a pre-employment physical including drug testing. Starting Salary range: \$19.94 - \$20.95 DOQ. Resumes are accepted until the position is filled. Please send inquiries or cover letter and resume to Nicole Valentine, Deputy Town Manager/HR Officer, Town of Millbury, 127 Elm Street, Millbury, MA 01527 or resumes@millburyma.gov

AA/EOE