



BOARD OF SELECTMEN'S OFFICE

272 Main Street, Townsend, MA

(978) 597-1701 selectmen@townsend.ma.us

James M. Kreidler, Jr.
Town Administrator

TOWN OF TOWNSEND EMPLOYMENT OPPORTUNITY

The Town of Townsend has a vacancy for the position of Department Assistant for the Office of the Treasurer-Collector.

Position is 30-32 hours/week and is classified as grade 3 with a starting rate of \$16.92 to \$17.77 depending upon experience. The position of Department Assistant is a union position.

Responsibilities: Perform a variety of bookkeeping, payroll and record keeping, and clerical support work in assisting the Treasurer-Collector, including receiving and posting collections, providing daily communications and customer support between the public, taxpayers, Town departments, various agencies, and the Treasurer-Collector's Office; performs other related work as required.

Qualifications: High school diploma required; associate's degree preferred; previous accounting, payroll, or benefits experience; customer service helpful; or any equivalent combination of education and experience. Driver's license may be required to perform errands.

Must be able to work closely with finance officers, employees, and appointed and elected officials.

Applications shall be submitted to James M. Kreidler, Jr., Town Administrator, 272 Main Street, Townsend, MA 01469 or by email selectmen@townsend.ma.us.

Applications will be accepted until such time as the position is filled. Townsend is an EOE/AA.