



# *Town of Walpole*

## *Commonwealth of Massachusetts*

**HUMAN RESOURCES**

*Valorie Donohue*

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June 5, 2015

**Principal Clerk, Police Dept.**  
**Part-time – 12 hours/week**

Seeking qualified applicant for Principal Clerk position in the Police Dept. Must be HS grad with 3 years experience in office procedures; working knowledge of computer programs i.e. word processing, spreadsheet and billing. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and public. Duties include but not limited to answering phones, data entry, purchase orders, paying invoices and filing. Complete job description via website [www.walpole-ma.gov](http://www.walpole-ma.gov); \$20.69/hr. Send employment application to Town Hall, HR, 135 School St, Walpole, MA 02081 by Monday, June 29, 2015, 4:00 p.m.. AA/EOE