



Human Resources

TOWN OF WALPOLE
COMMONWEALTH OF MASSACHUSETTS

Town Hall
135 School Street
Walpole, MA 02081
Phone (508)-660-7292
apply@walpole-ma.gov

April 29, 2024

Customer Service Representative

Town Clerk
35hrs/week

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TOWN OF WALPOLE
TOWN CLERK

The Town of Walpole is seeking applicants for a full time 35 hours per week, Customer Service Representative in our Town Clerk’s office. This position is responsible for providing clerical and administrative support to the department.

Desirable Qualifications & Skills:

High school graduate with two years of office experience. Requires familiarity with computer software applications (i.e. Word & Excel). Requires general knowledge of Massachusetts General Laws as they pertain to municipal finance, vital records and election procedure, as well as Town by-laws. Requires knowledge of State government organization as well as Town organization. Requires excellent record-keeping skills. Must be accurate in data entry. Effective customer service and communication skills are required to address a wide-ranging public audience.

Complete job description via Walpole website www.walpole-ma.gov.

Salary:

Full time, Clerical Union; \$23.68 per hour

How to Apply:

Applicants can submit cover letter, resume & [Town of Walpole employment application](#) to: Town of Walpole – HR; 135 School Street, Walpole, MA 02081 or email apply@walpole-ma.gov. Position will remain open until filled. AA/EEO

The Town of Walpole is an equal opportunity employer. M/F/D/V and does not discriminate based on race, creed, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status. Posted Monday April 29, 2024

