



Human Resources

Town of Walpole Commonwealth of Massachusetts

Town Hall
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April 29, 2024

INTERNAL POSTING ONLY

AS STATED IN LOCAL 1957 CBA; ARTICLE XXI THIS POSTING IS TO REMAIN OPEN FOR 7 BUSINESS DAYS

Customer Service Representative – C-1

RECEIVED
24 APR 29 AM 11:22
TOWN OF WALPOLE
TOWN CLERK

ELIGIBILITY: Town Hall Clerical Unit

DEPARTMENT: Town Clerk

WAGES: \$23.68 - \$33.95 per hour

TRAINING & EXPERIENCE: High school graduate with training in typing, business English, business Math and two years office experience; or any equivalent combination of education and experience. Familiarity with computer software applications, word-processing and spreadsheets.

KNOWLEDGE, SKILLS AND ABILITIES: Requires general knowledge of MGL 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.

APPLY TO: Kristine Brown, Human Resources Administrator

APPLY BY: Wednesday May 8, 2024 by 4pm.