



**Human Resources**

# Town of Walpole Commonwealth of Massachusetts

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

April 2, 2024

## **Staff Assistant** **Treasurer/Collector's Office** **35 hrs/week**

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TOWN OF WALPOLE  
TOWN CLERK

The Town of Walpole is seeking a qualified individual to fill the role of Staff Assistant. This position is responsible for providing clerical and customer service support for the Treasurer/Collector's office.

### **Desirable Qualifications & Skills:**

Position requires working knowledge of accounting principles and cashiering. Requires general knowledge of Mass General Laws as they pertain to municipal tax and collections. Requires attention to detail and highly accurate data entry & record keeping skills. Excellent customer service and communication skills are necessary to address a wide-ranging public audience.

Must be a high school graduate plus two years of technical school or junior college with three years office experience; or any equivalent combination of education and experience. Requires working knowledge of Microsoft office suite (Word, Excel). Complete job description via website [www.walpole-ma.gov](http://www.walpole-ma.gov).

### **Salary:**

Full Time; Clerical Union; \$25.01/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](mailto:apply@walpole-ma.gov). Position will remain open until filled. AA/EEO