

North Brookfield Wastewater Treatment Facility
P.O. Box 236
North Brookfield, MA 01535
508-867-0211
(Fax) 508-867-8196

SEWER DEPARTMENT CLERK (Part time)

Position Description and Requirements

This position is for a clerk within the Sewer Department and reports to the Sewer Superintendent. This is an office based position and is based at an active wastewater treatment facility. The successful candidate must possess a high school diploma or GED equivalent. Must have good verbal, writing and typing skills. Knowledge of office procedures and bookkeeping required. Knowledge of Microsoft Office including Word, Outlook, and Excel is required with proficiency preferred. One year of responsible experience in secretarial and/or bookkeeping work with experience in specific departmental activities and in dealing with the public strongly preferred. Additional business or secretarial training desirable. Municipal government experience desirable but not necessary. Applicant must be able to work during normal department business hours, attendance at meetings (during or after hours) may be requested by the Superintendent.

Essential Duties and Responsibilities

- Maintain professionalism, confidentiality, and discretion.
- Coordinate system of customer sewer/septage accounts,
- Attend meetings as needed/required.
- Prepare invoices, reports, memos, meeting minutes, letters, financial statements and other documents, using word processing, spreadsheet, database, and or presentation software.
- Receive, process and distribute incoming correspondence as needed
- Keep inventory of and order office supplies as needed.
- Organize and maintain department records and files.
- Interact with Customers, haulers, contractors, and other Town departments as needed/required
- Other tasks as needed/required

Job Type: Part-Time

Pay: From \$19.00 per hour

Expected hours: 16 hours per week

Schedule: Flexible