



**TOWN OF MARSHFIELD
HUMAN RESOURCES DEPARTMENT**

870 MORAIN STREET
MARSHFIELD, MA 02050
Tel: (781) 834-5582 Fax: (781) 834-5583

POSITION POSTING

Posting Date: December 28, 2016
Position Title: Collector's Administrative Clerk
Wages: Collector's Administrative Clerk
Grade 5 (\$31,944.44 annually/\$16.31 hourly, 37.5 hours per week)

Duties/Responsibilities: Works under the general supervision of the Assistant Collector, although work may be performed with some measure of initiative and independence. Responsible for cash drawer including reconciling and preparation of bank deposits, posting payments, weekly turnover reconciliation including maintenance of prior year and non-computer payment records, processing weekly turnover from Deputy Collector, answering telephone and assisting taxpayers at collection window at town hall.

Posting Closes: January 13, 2017
Submittal Requirements: Please submit employment application to Town of Marshfield, Human Resources Department, 870 Moraine Street, Marshfield, MA 02050 or email to clacroix@townofmarshfield.org.