



**TOWN OF MARSHFIELD  
HUMAN RESOURCES DEPARTMENT**

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

POSITION POSTING – DEADLINE EXTENDED

Posting Date: April 13, 2017  
Position Title: Administrative Clerk – Assessors’ Office  
Work Hours: Thirty Seven and One-Half (37.5) Hours Per Week  
Wages: AFSCME Clerical, Grade 6, Step 1 - \$35,237.31

Duties/Responsibilities:

The Administrative Clerk is responsible for all of the provision of clerical services in support of the operations of the Assessing Department including but not limited to the following: motor vehicle and boat excise tax abatements and related required documentation, record property deeds, instruments of takings and redemption from the Registry of deeds and receive and process applications for abatements for overvaluation and exemptions.

High school diploma and 1-3 years’ experience in assessment administration. Knowledge of office procedures and software (CAMA, Soft-rite and Word/Excel). Requires frequent interaction with the public and superior customer service skills.

Posting Closes: Monday, May 1, 2017

Submittal Requirements: Please submit cover letter and resume to Town of Marshfield, Human Resources Department, 870 Moraine Street, Marshfield, MA 02050 or email to [clacroix@townofmarshfield.org](mailto:clacroix@townofmarshfield.org).