

CENTERVILLE-OSTERVILLE-MARSTONS MILLS
WATER DEPARTMENT
PO BOX 369 – 1138 MAIN STREET
OSTERVILLE, MA 02655
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OFFICE OF
BOARD OF WATER COMMISSIONERS
WATER SUPERINTENDENT
Tel 508-428-6691
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C-O-M.M.FIRE DISTRICT/WATER DEPARTMENT
OFFICE CLERICAL PROFESSIONAL

The Centerville-Osterville-Marstons Mills Water Department is seeking applicants for the position of OFFICE CLERICAL PROFESSIONAL, pay range \$20-\$26 hourly based on experience. Applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, disability, veteran's status, sexual orientation, gender identity, gender expression or other legally protected category. Applicants must have excellent organizational, customer service, accounting, and computer skills. HS diploma or GED, ability to multitask in busy office environment, frequently lift up to twenty pounds & skill in the use of office equipment preferred. Applicant must successfully pass a C.O.R.I background check, physical, & drug screening upon job offer. This position works 40 hrs/wk from 8am-4:30pm Monday-Friday & may require overtime, weekends, & holidays. No phone calls, send letter of interest, resume & references to ccrocker@commfiredistrict.com or mail to COMM Water Department, P.O. Box 369, Osterville, Massachusetts, 02655, no later than 4:00 pm on Friday OCTOBER 26, 2018, to the attention of the Superintendent. The COMM Fire District is an EEO/AA employer.

Posted _____

By _____