

CENTERVILLE-OSTERVILLE-MARSTONS MILLS
WATER DEPARTMENT
PO BOX 369 – 1138 MAIN STREET
OSTERVILLE, MA 02655
WWW.COMMWATER.COM

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 \$21-\$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 skills, customer service, accounting, & computer skills. HS diploma or GED, ability to multitask in busy office environment and the ability to self-manage time with 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.

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 4:00pm on Thursday, February. 15, 2024, to the attention of the Superintendent. The COMM Fire District is an EEO/AA employer.

Posted _____

By _____