



**PLEASE POST**  
**JOB OPPORTUNITY**  
**TOWN OF TEMPLETON, MA**

**Clerk:** General office work in Sewer Department preparing sewer bills, processing Small Claims Court action, answer routine telephone and in person customer inquiries, process and prepare payroll and perform monthly review of accounts, and balance the same. Prepare and process sewer liens, process new sewer accounts, update all sewer billing records, prepare a variety of correspondence relating to sewer accounts. Review and processing of documents such as invoices, cash receipts, purchase orders and master file lists for completeness and accuracy.

Must be high school graduate (or GED) and possess a valid driver's license. Must have the knowledge of accounting, basic office equipment and business software applications for word processing, spreadsheets, and the like, has ability work in a pleasant and effective manner with others and be oriented toward front line customer service. (19+/- hours/week year round at \$11.23/hr.).

Submit application letter, resume and standard Town application from available at [www.templeton1.org](http://www.templeton1.org) (click on Board of Selectmen, job openings) or send to: Sewer Department Administration Building, 33 Reservoir St. Baldwinville, MA 01436.

The position will be open until filled, with review to begin on December 6, 2016. Town of Templeton is an EOE.

Posted: Town Bulletin Boards (7)

Advertised: The Gardner News, advertised on 11/15 and 11/22

Web: [www.templeton1.org](http://www.templeton1.org), JobQuest