



TOWN OF BLANDFORD

Office of the Treasurer/Collector

1 Russell Stage Road
Blandford, MA 01008
413.848.4279 x102 and x101

www.townofblandford.com

Treasurer/Collector

Sara Hunter

Assistant Treasurer/Collector

Karen Shaw

JOB DESCRIPTION: CLERK

Job Title: Clerk	Location: 1 Russell Stage Road
Job Type: Appointed by Board of Selectmen	Reports To: Treasurer/Collector
Hours Per Week: Average 15 to 18 hours per week	Pay Basis: \$15.00

JOB DESCRIPTION:

The Clerk is responsible for supporting the administration of the Treasurer/Collector office by providing technical and customer support in order to ensure effective and efficient operations of the department. This includes assisting with receipts and processing of payments, reconciliation of accounts, assisting the general public as it relates to the Treasurer/Collectors office, and other duties of the department as needed.

JOB DUTIES:

- Type correspondence, reports, and other documents.
- Maintain office files and records.
- Greet and assist customers.
- Answer phones, direct calls, respond to inquiries.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to compose correspondence, reports, and maintain records.
- Working knowledge of governmental organization and budgetary procedures.
- Ability to establish and maintain effective working relationships with other town employees, public officials, and the general public.
- Ability to be firm, tactful, courteous and use good judgment.
- Possession of high professional standards, integrity and honesty.

MINIMUM QUALIFICATIONS:

- Associates degree required.
- 2 years of office experience.
- Excellent organizational as well as verbal and written communication skills.
- Advanced knowledge of computer software applications in spreadsheet applications and word processing; knowledge of office procedures and equipment.
- Ability to research, analyze and interpret data; compile and present reports of findings and recommendations.



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- Ability to work effectively under time constraints to meet deadlines.

WORKING CONDITIONS:

- Light physical effort required to perform duties under typical office conditions.
- Work requires use of hands, sitting and talking/listening, standing, walking, stooping, kneeling, crouching and/or reaching with arms and hands.
- Use of a computer and operation of standard office equipment.
- Reading routine and complex documents both in print or electronically.

COMPENSATION:

Hourly range for this part-time position is \$15.00 with a probation period of 90 days. The typical workweek is Monday through Friday and can include evenings and weekends. The applicant must have scheduling flexibility. Residency is desired, though not required.

HOW TO APPLY:

Applications may be submitted electronically or mailed/dropped off at the Blandford Town Hall. Please send resume with a cover letter and 3 professional references - addressing the job requirements to this email address: taxcollector@townofblandford.com. Or to this mailing address: Town Hall, 1 Russell Stage Road, Blandford, MA 01008. Submitted applications are to be to the attention of Sara Hunter, Treasurer/Collector. Closing date for all applications is July 19, 2019 - position will remain open until filled.

The Treasurer/Collector will review applications as they are submitted, coordinate initial interviews, and will recommend the preferred candidate to the hiring authority, the Board of Selectmen. Should you have any questions regarding this opportunity, please contact: Karen Shaw, Assistant Treasurer/Collector, at 413.848.4279 x101 or taxcollector@townofblandford.com.

AFFIRMATIVE ACTION:

The Town of Blandford is an Equal Employment Opportunity\Affirmative Action Employer.