

## **Town of Athol PART-TIME CLERK**

The Treasurer / Collector seeks to hire a part-time clerk (20 hrs) to provide customer service and process payments made in-person, by mail, and online for taxes, sewer, and other Town receivables. Required to process and balance cash drawer daily, assist the public with questions regarding real estate, personal property and motor vehicle excise taxes. Provide support in the absence of co-workers. Balance and total all cash and check payment batches accurately. Works under the direct supervision of the Assistant Treasurer / Collector and Treasurer/Collector.

**Requirements:** High School diploma or G.E.D is required. Customer service skills as well as math and language skills. Microsoft Office proficiency. Cash handling experience preferred. Must be bondable.

Applicants can submit a letter  
of interest and resume to:

**Treasurer / Collector  
584 Main St - Rm 14  
Athol, MA 01331**