

# **JOB POSTING**

## **Onset Fire District – Water Department Part-time Clerk**

**The Onset Water Department is accepting applications for a part-time Clerk position. The part-time Clerk position has an 18 hour per week schedule, 9:00 am to 3:30 pm, Tuesday, Wednesday & Thursday. The Water Department Clerk will assist with all facets of Water Dept. office operations, including but not limited to, billing, scheduling, & answering phones. Ideal candidate possesses excellent customer service skills, is proficient with Microsoft Office & Excel, & is experienced with utility billing systems.**

**Please mail resume to P.O. Box 171, drop off at 15 Sand Pond Rd Onset, MA 02558, or email: [Superintendent@onsetwater.com](mailto:Superintendent@onsetwater.com) applications & resumes accepted until 3:00 pm, February 19<sup>th</sup>, 2024.**