



July 6, 2018

## **Part Time Senior Clerk** **Town of Hudson Fire Department**

The Town of Hudson Fire Department is seeking an individual to fill a Part-Time Senior Clerk position (19 hours) to perform highly responsible payroll and billing services for the Fire Department. Applicant must possess excellent communications skills and the ability to act independently. Applicants must be proficient with different computer applications including Microsoft Office Suite Quickbooks, spreadsheets, database, and Public Safety Applications. Communications skills are essential, including an ability to relate in a polite and professional manner with the public, other employees, and officials of other governmental units.

The hourly pay is in the range of \$15.71 - \$20.67. A full job description is available at [www.townofhudson.org](http://www.townofhudson.org), or by email at [fsantos@townofhudson.org](mailto:fsantos@townofhudson.org) as well at the Executive Assistant's Office in Town Hall, 78 Main Street, Hudson, MA 01749; (978)562-9963. Please submit electronic resume and cover letter to the above email address by July 27, 2018. The Town of Hudson is an Equal Opportunity / Affirmative Action employer.