

**EMPLOYMENT OPPORTUNITY**  
**Department Assistant II Water/Sewer**  
**Treasurer/Collector's Office**

The Town of Millis is seeking candidates for the position of Department Assistant II Water/Sewer, 28 hours per week in the Treasurer/Collector's Office. This is a benefitted position. Duties include but are not limited to water & sewer billing and collection, batching and positing of payments, maintaining various Excel worksheets, customer service in a busy office, researching accounts, providing work orders relating to meter readings, meter repairs or related matters, and reconciling water and sewer related receivables and cash at the end of each month.

The salary range is \$19.34 - \$23.60 per hour. Applications are available at the Office of the Town Administrator and Board of Selectmen, 900 Main Street, Millis, MA 02054 or at [www.millis.net](http://www.millis.net). Applications should be returned directly to the Town Administrator's office. Position will remain open until filled.

*The Town of Millis is an Equal Opportunity Employer.*