



# TOWN OF MILLIS

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## OFFICE OF THE BOARD OF SELECTMEN

Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7040  
Fax: 508-376-7053

### **PART-TIME, EMPLOYMENT OPPORTUNITY BUILDING DEPARTMENT DEPARTMENT ASSISTANT I**

Part-time clerical benefitted position 24 hours per week. Duties include office coverage including filing, answering phones, counter assistance, processing accounts payables, receivables, and assisting in other departmental operations. Background in permit software programs desirable. Hours are Monday through Thursday 9:00 a.m. to 3:30 p.m. Hourly wage is \$17.13 to \$20.96 per hour.

Applications are available upon request at the Town of Millis Board of Selectmen's Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054, or at [www.millis.net](http://www.millis.net). Completed applications should be returned to the Selectmen's office or emailed to the Operations Support Manager at [kbouret@millis.net](mailto:kbouret@millis.net). Position will remain open until filled.