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| TOWN OF RAYNHAMSelectmen and Board of Health558 South Main StreetRaynham, MA 02767 Tel: (508) 824 - 2766Tel: (508) 824 - 2707Fax: (508) 824 -1540 |



**POSTING**

**SENIOR CLERK**

**TOWN OF RAYNHAM BOARD OF HEALTH**

The Raynham Health Department is seeking qualified candidates for the position of **Senior Clerk.**

Duties of the position include, but are not limited to:

* Maintaining filing system
* Answering telephones
* Prepare, receive, and process various applications
* Record payments received
* Process complaints
* Assist the general public, other town departments, State and local officials, and other organizations with general information regarding health issues and programs
* Any other duties as requested by the Health Agent and/or the Board of Health.

Requirements:

* High School education
* Two years of related office experience
* Proficiency with computers and computer programs (Word, Excel, etc.).
* Good written and oral communication skills.
* General knowledge in public and environmental health rules and regulations preferred.

Hours of Work:

 25 hours per week. M-Th. 9:00-3:30, F. 9:00-12:00

Salary:

The salary is determined by the OPEIU Collective Bargaining Agreement. Position is eligible for Town benefits (health insurance, vacation, sick pay, etc.).

Please send application to:

Raynham Health Department

Attn: Matthew Tanis, Health Agent

558 South Main Street

Raynham, MA 02767

Application and full job description are available in the Health Department’s Office or via email.

**Application review will begin on October 30, 2020. Position will remain open until filled.**