



TOWN OF MILLIS

OFFICE OF THE BOARD OF SELECTMEN

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

DEPARTMENT ASSISTANT II

BOARD OF ASSESSORS

The Town of Millis is seeking applicants for a Department Assistant II in the Assessing Department. Responsibilities include customer assistance, data entry, processing exemptions and abatements, preparing reports and assisting with other departmental operations as needed. Basic knowledge of Munis and Vision software required. Experience in a municipal setting and assessing procedures a plus. This is a 35 hour per week benefitted position. Position pay range \$20.52-25.05 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. Completed applications should be returned to the Selectmen's office or emailed to the MillisSelectmen@millis.net.

Deadline for receipt of applications/resumes is Friday, June 8, 2018 at noon.