

Town of Stoneham



Part Time Job Opportunity Office Assistant – Stoneham Police Department Stoneham Classified Employees Association Grade 34

The Town of Stoneham is seeking an individual to work part-time as an Office Assistant at the Police Department. The part-time Office Assistant is responsible for the performance of a range of clerical and financial duties associated with the operation of the Police Department. Essential functions include, but are not limited to; preparation and maintenance of firearms license applications, collection and depositing of fees, perform criminal background checks, prepare and process detail payroll, accounts receivable/payables and public records requests. Complete job description is available on the Town's website:

Candidates must be able to perform clerical tasks at varying levels, some of these tasks may be of a more complex nature. Candidates should have strong computer skills including proficiency in Microsoft products. Candidates should be able to provide excellent customer service and maintain a strict degree of confidentiality.

Pre-employment Requirements

The prospective employee must successfully complete a fingerprint based Criminal Offender Records Inquiry (CORI) and a physical examination, including a drug screening. The Town reserves the right to run additional CORI checks as required by Massachusetts General Law and Federal Bureau of Investigation regulations.

The Office Assistant position works 17.50+ hours per week, Grade 34 salary range is \$19.9506 - \$23.6911 hourly, anticipated starting salary range at hire \$19.9506 - to \$20.9545 an hour. Interested qualified candidates must apply with the following materials: Cover letter, resume, Town of Stoneham job application.

Applications may be sent by email to: dgaffey@stoneham-ma.gov

First review of applications will occur June 18, 2021, position remains open until filled.

The Town of Stoneham is an Equal Opportunity/Affirmative Action Employer