



# TOWN OF MILLIS

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## OFFICE OF THE TOWN ADMINISTRATOR

Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7041  
[townadministratorsoffice@millisma.gov](mailto:townadministratorsoffice@millisma.gov)

Michael Guzinski  
Town Administrator  
[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)

Karen M. Bouret  
Operations Support Manager  
[kbouret@millisma.gov](mailto:kbouret@millisma.gov)

POSITION: DEPARTMENT ASSISTANT II

DEPARTMENT: Assessors

HOURS OF WORK: Full-Time

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 also supporting the Assistant Town Assessor with technical and recordkeeping. The workload is subject to administrative deadlines and may have seasonal fluctuations. 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 union position.

Position pay range \$22.65-27.65 per hour.

Interested applicants should submit an application, resume and letter of interest to Michael Guzinski, Town Administrator, 900 Main Street Millis, Massachusetts, 02054 or [townadministratorsoffice@millisma.gov](mailto:townadministratorsoffice@millisma.gov) by 4:00pm on **November 29, 2021**. Application packets may be emailed or hand delivered.