

Town Of Millville

Senior/Veteran Tax Work Off Program - Administrative Support to Town Departments

The Town of Millville is seeking residents to provide general office support to various departments in town under the new Tax Work Off Program. The Town has opted to offer this program to 7 seniors (60 and older as defined) and 3 veterans (or their spouses if veteran is deceased or disabled).

Under the program, a participant gets to volunteer to work at the minimum wage rate for up to \$1000 in a calendar year, in exchange for up to a \$1000 credit against their following year's tax bill. There are currently 2 seniors performing work for the Senior Center directly. That leaves 8 spots available, 3 of which are for veterans as noted.

Under the direction of and providing support to the "hiring" Department Head, the work will generally be in an office support role, which may include filing, copying, scanning, file maintenance, data entry, and record keeping.

Departments participating include Building, Board of Health, Treasurer/Collector, Highway, Town Clerk, and Library. For the latter, a familiarity with the Dewey Decimal System and online book catalogs, are desired but not necessary. For Building, Health, and Highway, familiarity with permitting processes, drawings, and construction is desired but not necessary.

The successful participants in the program will be customer service focused and able to interact with the public; work independently and proactively; have strong communication, organizational, and interpersonal skills; proficiency (or ability to learn) in word processing and spreadsheets would be a plus; have ability to manage and juggle multiple time and task demands; and be a team player with the initiative to take on new tasks, learn new skills, and help out where needed. Municipal experience helpful but not required.

Please send a letter of interest including experience and education (with resume if available) to: Town of Millville Tax Work Off, 290 Main St. Millville, MA 01529 or email to: busoffice@millvillema.org. We will only contact those of interest whose experience demonstrates potential suitability. Positions will remain open until filled. All hires will be subject to a CORI background check.