



# PROVINCETOWN

*Massachusetts*

## PROVINCETOWN HUMAN RESOURCES OFFICE

### Position Opening

*AFSCME – Administrative Assistant II – Water Dept.*

The Administrative Assistant supports the Water Department and provides customer service for water & sewer ratepayers; performs customer service inquiries from the public by email, phone, and in-person as required; responsible for daily work order management and scheduling appointments for field staff; maintains/updates customer account records as required; supports meter reading program and provides water & sewer billing support.

Minimum qualifications High School Diploma; 2- 4 years of customer service experience, municipal experience preferred; OR any combination of training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job position.

This is a Grade 6, AFSCME Union position with an initial training pay of \$43,826.93. The position is available immediately and will remain open until filled. For initial consideration send application, cover letter and resume to: Human Resources, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or [hr@provincetown-ma.gov](mailto:hr@provincetown-ma.gov) by Friday, June 18, 2021.

*The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.*

*Alex Morse, Town Manager*

Posted: Provincetown Town Buildings, <http://www.provincetown-ma.gov>, AFSCME, Independent, Indeed, CCYP, Town Facebook, Linked In  
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