



CEMETERY CLERK

(Part Time / Senior Work Off Program)

- 27 Sturbridge Road, Holland, MA 01521
- Part-time

Job Description

Responsibilities for this position are to assist funeral homes and individuals with scheduling and locations of burials at the Holland Cemetery, and handling all in-coming calls; varied hours per week.

Qualifications

Requirements include High School diploma or GED equivalent; Requires some secretarial or clerical work or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. **Proof of requirements must be provided at time of applying.**

Additional Information

How to Apply: Complete the Senior work-off application and submit by 11/15/2021. Please send to Highwaydept@hollandma.org or you can mail it to Highway Department Attention: Highway Clerk, 27 Sturbridge Road. Interviews will be conducted after that date.

Position Location:

Town Hall, 27 Sturbridge Road, Holland, MA 01521