

**TOWN OF CARVER**  
**Assistant Treasurer/Tax Collector**

The Town of Carver is seeking applicants for an Assistant Treasurer/Tax Collector in the Treasurer/Tax Collector's Office. This is a full time, 35 hour per week union position at a starting pay range of \$24.76-\$27.88 depending on qualifications. The applicant must possess an Associate's Degree, have a minimum of two years office experience including working with the public, working knowledge of municipal practices and procedures, and possess proficient excel skills. Some of the job duties include mailing of all tax bills, collects and processes tax payments, processes tax abatement, verifies accuracy and makes bank deposits. A detailed job description is available at [www.carverma.gov](http://www.carverma.gov)

A cover letter and resume must be received by 4:00PM on May 17, 2024 at the Human Resources Office, 108 Main Street, Carver, MA, 02330 or via email: [Elaine.Weston@carverma.gov](mailto:Elaine.Weston@carverma.gov)