

**Town of Topsfield
Senior Tax Work Off Program
Town Department Job Description:**

Department:

Job Title:

Reports to:

Supervises:

Job Duties (primary & general functions)

Skills required for job:

Minimum Qualifications:

Job Environment:

General Information:

I understand as the Department Head/Supervisor that I have the right to select or reject an applicant based upon his/her skill level. I also understand that once an applicant is placed, I agree to train, supervise, and document the hours worked. Please note that program participants work at a rate of \$7.50 an hour for a maximum of \$750 credit each year for a maximum of 100 hours. If they choose, the participant may continue with their assignment as a volunteer for your department. Each participant will be required to work a minimum of 3 to 4 hours per day in their assignment or as determined by the specific job and department needs.

1. Will you need this position again for January 1, 2011 to October 31, 2011? Yes___ No___

Department Head/Staff Signature:_____ Date:_____

Submit to: Lydia Bertolino
Topsfield COA – Town Hall
8 West Common Street, Topsfield
or email: lbertolino@topsfild.ma.gov.

Deadline: Monday, November 30, 2009