

**TOWN OF EASTON**  
**Assistant Town Clerk**  
**(Full Time 35 Hours per week)**

The Town of Easton is accepting applications for a qualified individual to fill the position of full time Assistant Town Clerk. The Assistant Town Clerk performs a variety of administrative, responsible clerical and public assistance duties to provide support in the operations of the Town Clerk's Office.

High School graduation or equivalent; Associates Degree preferred, 3 years' experience in responsible clerical or administrative position; municipal experience, experience with elections, strong customer service background preferred; or any equivalent combination of education and experience. Candidate must be or have the ability to become a Massachusetts Notary Public.

Responsibilities include, but are not limited to, providing general information to the public, issuing licenses, permits and certificates, swearing in officials, tracking boards and committees, posts meetings and schedules meeting rooms, collection & turnover of fees, maintaining legal records, vital records, planning & zoning filings, and participation in all phases of elections/town meetings, including voter registration, census data management and certification of nomination papers and petitions.

Candidate must possess strong communication & customer service skills; excellent organizational skills; ability to multi-task & produce detailed work; must have strong computer skills, including intermediate to advanced excel knowledge and comfort with multiple database management programs. Must be or become a Notary Public within 90 days of appointment.

This is a union position and the rate of pay is \$27.936 per hour.

Required employment applications can be found at [www.easton.ma.us](http://www.easton.ma.us) under the "Residents" tab and then "Employment Opportunities". Interested applicants should submit a cover letter, resume and employment application to Human Resources Coordinator Mary Southworth via email [msouthworth@easton.ma.us](mailto:msouthworth@easton.ma.us) (preferred) or by mail at the Easton Town Offices, 136 Elm Street, Easton, MA 02356. Applications will be accepted through May 7, 2021.

*The Town of Easton is an Equal Opportunity Employer.*