

**TOWN OF EASTON**  
**Principal Clerk – Town Clerk’s Office**  
**(part time – 21 hours per week)**

The Town of Easton is accepting applications for a qualified individual to fill the position of part time Principal Clerk for the Town Clerk’s Office.

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

The Principal Clerk performs a variety of general clerical work, such as processing of permits, vital records, board and committee compliance documents, dog licenses and working within the voter/election registration system. Candidate must possess excellent computer, customer service and communication skills. Attention to detail and ability to multi-task are crucial. Additional hours may be required during election seasons. This is a union position and the rate of pay is \$25.313 per hour with excellent benefits.

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*