



TOWN OF OXFORD

Human Resources

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TOWN OF OXFORD TEMPORARY TOWN CLERK

The Town of Oxford is currently accepting applications for a Temporary Town Clerk in accordance with G.L. c. 41, sec. 14. The Town seeks experienced candidates who can demonstrate abilities to fill this position until a permanent Town Clerk is appointed. This vacancy is due to and upcoming retirement. Retired Town Clerks are encouraged to apply.

The Town Clerk is responsible for serving as custodian of official town records. The position oversees and conducts all federal, state and local elections. The Town Clerk collects data for the annual census, researches, seals and attests to Town records and records and certifies results of all Town Meetings. The Clerk is responsible for submitting zoning and general bylaw amendments to the Massachusetts Attorney General for review/approval, issuing a variety of licenses and permits, and providing access to public record. The Town Clerk maintains and tracks compliance with State Ethics training requirements and administers oaths of office to all elected and appointed officials.

Certified Municipal Clerk/Certified Massachusetts Municipal Clerk (CMC/CMMC) required. Must be able to be bonded and obtain a commission as a notary public.

Compensation is commensurate with education, training, and experience. Alcohol, controlled substance testing, and criminal background testing is mandatory.

The Town of Oxford is an Equal Opportunity Employer. This appointed position is open until filled but priority will be given to applications received by August 28, 2020. Please submit resume, cover letter, and salary requirements to:

Town of Oxford
Attn: Joanne Frederick Human Resources Specialist
325 Main Street
Oxford, MA 01540

Or visit:
www.town.oxford.ma.us/employment