



# TOWN OF OXFORD

## Human Resources

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### **TOWN OF OXFORD TOWN CLERK**

The Town of Oxford is currently accepting applications for a full-time benefit eligible Town Clerk. The Town seeks experienced candidates who can demonstrate abilities to fill an upcoming vacancy due to the retirement.

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. Per the Town Bylaw, the Town Clerk shall become a resident of Oxford within six months of appointment.

Bachelor's degree in business, public administration, or related field supplemented with specialized training associated with the position of Town Clerk is preferred. Five years of increasing responsibilities in a municipal clerk's office. Certified Municipal Clerk/Certified Massachusetts Municipal Clerk (CMC/CMMC) designations preferred. 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. Position is open until filled but priority will be given to applications received by August 28, 2020. Full job description is available by contacting HR department. Please submit Town application, 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](http://www.town.oxford.ma.us/employment)