

## **FULL-TIME ASSISTANT TOWN CLERK**

### ***Town of Stoughton***

The Town of Stoughton is seeking applicants for the position of full-time Assistant Town Clerk. This is a full time, 35 hour work week, labor position, with full benefits. The regular work schedule may include evening and weekend hours, to be determined by the Town Clerk, as needed.

Starting Rate: \$30.98 per hour

### **Statement of Duties**

The Assistant Town Clerk will work under the general supervision of the Town Clerk and will be expected to manage computerized data systems within the office--including, but not limited to: census, vital statistics, elections, business certificates, and various licenses. We are seeking a competent, capable, professional, and personable colleague who will (1) complement the office's shared responsibilities, (2) enable the growing use of technology in support of the office's various functions, and (3) enthusiastically embrace tasks that help the team operate productively.

### **Education and Experience**

Two years of secretarial or business school with knowledge of office administration, secretarial practices, financial record keeping, and automated office systems and procedures; 2-3 years of related experience; or any equivalent combination of education and experience

All applicants must pass a criminal background/CORI check and a pre-employment physical including drug testing.

[Click Here](#) for the full job description available on the Human Resources page, [www.stoughton-ma.gov](http://www.stoughton-ma.gov). Resumes will be accepted until position is filled, Town of Stoughton, 10 Pearl Street, Stoughton, MA 02072

The Town of Stoughton is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status or genetic information.