



TOWN CLERK'S OFFICE

TOWN OF MONTAGUE
One Avenue A
Turners Falls, MA 01376
413-863-3200 Ext. 203

Debra A. Bourbeau
Town Clerk

Kathern F. Pierce
Asst. Town Clerk

JOB OPENING

ASSISTANT TOWN CLERK

The Montague Town Clerk seeks a qualified candidate for the position of Assistant Town Clerk. The position provides administrative support duties to the Town Clerk. The Assistant Town Clerk assists in preparing for elections as well as maintaining official municipal records, issuing permits, certifications, licenses and confidential information. In the absence of the Town Clerk, the Assistant Town Clerk has all the responsibility of the Town Clerk.

Educational Requirements: Must have an Associate's Degree and 3 to 5 years' experience, or an equivalent combination of education and experience. Municipal experience is preferred.

Ability: Must be able to communicate effectively verbally and in writing with excellent customer service and interpersonal skills. Must have computer skills for word processing, spreadsheets and databases and be able to learn department specific software programs and website updating.

Physical Requirements: Candidates must be able to lift at least 30 lbs. and occasionally more when moving election equipment. It is sometimes necessary to stand or sit at a keyboard for extended periods of time. Some long day/late evenings are required for election related events.

Wages: This is a full-time union position with benefits. Grade D wage scale is \$22.60 to \$23.74 in the Town of Montague Employees' Association.

Please send cover letters and resumes to: Town Clerk, 1 Avenue A, Turners Falls, MA 01376 or assttownclerk@montague-ma.gov. Applications will be accepted until the position is filled. Montague is an EEO/AA.