

**HEAD CLERK / TOWN CLERK'S OFFICE//Part-Time**  
*Town of Millbury*

Wanted: Head Clerk in the Town Clerk's Office. This is a part-time (19 hour) non-benefitted position requiring flexible hours during elections. Duties and responsibilities include but not limited to: clerical, secretarial and administrative work in keeping official records and providing administrative support to Town Clerk as well as providing customer assistance, cashiering, data processing, and bookkeeping. Other duties include assisting with elections; registering voters; preparing maintaining the open meeting law schedules; recording and maintaining postings and minutes from all boards and committees; preparing vital records; and assisting in processing the Town Census forms. Qualifications: A high school graduate or equivalent plus two (2) years of experience in an office setting. Experience in a municipal setting and in dealing with the public, strongly preferred. Must be proficient with Microsoft Office. Must possess great attention to detail and be able to work accurately. Qualified internal applicants will be given preference. Retired Town Clerks/Assistant Town Clerks are encouraged to apply. All applicants must be able to pass a criminal background/CORI check and a pre-employment physical including drug testing. Starting Salary range: \$19.44 - \$21.84 DOQ. Resumes will be accepted until position filled at: Director of Human Resources, Town of Millbury, 127 Elm Street, Millbury, MA 01527 Applications are available online at [www.millbury-ma.org](http://www.millbury-ma.org). AA/EOE