

Job Opening
Assistant Town Clerk
Town of Middleton

The Town of Middleton seeks qualified candidates for the position of Assistant Town Clerk. Must have strong computer skills, particularly Microsoft Excel, Word and Access. Experience with MUNIS financial software a plus. Minimum requirements include an Associate's Degree, 3-5 years of administrative/legal/clerical experience and working knowledge of municipal governance. Must have excellent customer service and communication skills and the ability to constructively interact with the general public. The position requires knowledge of state, local and federal statutes and regulations applicable to the duties of the Town Clerk's Office and independent judgment and initiative. Works under the direction of the Town Clerk in accordance with applicable provisions of the Massachusetts General Laws and Town Bylaws. The Assistant Town Clerk performs various clerical, administrative and supervisory functions to assist the Town Clerk in the management of the responsibilities of the Office and performs all duties of the Town Clerk in the Clerk's absence. Position is 34 hours per week with starting salary of \$40,541 plus a full benefits package. Position will remain open until filled.

Send cover letter and resume to:

Ilene Twiss, Town Clerk
48 South Main Street
Middleton, MA 01949
Or Email: ilene.twiss@middletonma.gov