



TOWN OF NORFOLK

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS 02056

TOWN CLERK'S OFFICE
Gail Bernardo, Town Clerk

(508) 528-1400 -Office

JOB POSTING ASSISTANT TOWN CLERK

Part Time (24 hours/week)

Applications are now being accepted for the position of Assistant Town Clerk, Town Clerk's Office. This position performs responsible administrative duties assisting the Elected Town Clerk in the daily operation of the office. Responsibilities include supervising and overseeing the work of department clerical staff; maintenance and administration of the municipality's records including confidential files; transcribing minutes for town meetings; and assisting with the coordination of all Town, State and Federal election proceedings. Successful candidate will be a self-starter, will have excellent computer skills, and will have a basic knowledge of Municipal Government functions. Must be bondable. Days and hours of work will vary from time to time.

A candidate for this position should have an Associate's Degree in Business Administration, and five (5) to seven (7) years of responsible administrative experience, five (5) of which are in a municipality.

Wage Rate: Starting rate is 23.35/hour, with benefits

Please send resume and cover letter, not later than 2/25/10, to:
Gail Bernardo, Town Clerk
1 Liberty Lane
Norfolk, Ma. 02056

Equal Opportunity Employer M/F
Posted February 11, 2010