



TOWN OF NORFOLK

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS 02056

TOWN CLERK'S OFFICE
Gail Bernardo, Town Clerk

(508) 528-1400 -Office
(508) 541-3363 - Fax

JOB POSTING **ASSISTANT TOWN CLERK**

Full Time (40 hours) until June 28, 2008

Part Time (20-25 hours) beginning June 30, 2008

Applications are now being accepted for the position of Assistant Town Clerk, Town Clerk's Office. 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; taking and transcribing minutes for all town meetings; coordinating all Town, State and Federal election proceedings, responding to inquiries, requests and complaints from internal and external sources; processing bills for payment; processing department payroll; monitoring budget expenditures for all department budgets; and performing a variety of administrative functions.

Requirements: 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; or an equivalent combination of education and experience.

Wage Rate: Starting rate is 22.80/hour, with benefits

Send resume and cover letter:

Gail Bernardo, Town Clerk
1 Liberty Lane
Norfolk, Ma. 02056

Equal Opportunity Employer M/F
Posted May 20, 2008