

FULL-TIME TOWN CLERK

Town of Stoughton

The Town of Stoughton is seeking qualified applicants for the position of full-time Town Clerk.

Description: The Town Clerk is appointed by the Board of Selectmen and serves as the central information point for the public in accordance with the bylaws of the Town of Stoughton and the General Laws of the Commonwealth of Massachusetts. The Clerk Performs administrative and supervisory work in connection with the keeping of official municipal records, the issuing of official documents, and the direction of election activities; overseeing all aspects of the voter registration, census and election process, as well as recording officer, public records officer, registrar of vital records.

Qualification: Bachelor's degree in public administration, government, or related field; 5 years of related experience in municipal government, including experience in elections and records management; or an equivalent combination of education and experience. Certified Municipal Clerk (CMC) status or Certified Massachusetts Municipal Clerks (CMMC) Certification preferred. Experience with municipal elections, specifically utilizing the Commonwealth of Massachusetts CVR system is preferred.

All applicants must pass a criminal background/CORI check and a pre-employment physical including drug testing.

Salary: \$91,000.00/Yr with full benefits.

The full job description is available on the Human Resources website, www.stoughton.org. Resumes will be accepted until February 5, 2021, Human Resources, Town of Stoughton, 10 Pearl Street, Stoughton, MA 02072 AA/EOE.