

Assistant Town Clerk – Part Time

The Town of Hubbardston seeks qualified applicants for the part-time position of Assistant Town Clerk. Provides responsible administrative, clerical and technical support within the Town Clerk's office as well as preparing for Town Meetings and elections. The Assistant Town Clerk assumes the role of the Town Clerk in his/her absence. Excellent organizational, communication and customer service skills required. Must work with a high degree of accuracy and attention to detail. Municipal experience related to Town Clerk's responsibilities is strongly preferred. Minimum starting pay \$13.00/hour; 4 hours/week. Interested parties may also apply for Assessors Clerk position.

Send employment application, cover letter & resume to Town Clerk, 7 Main St-Unit #12, Hubbardston, MA 01452 by June 15, 2016 or to tclerk@hubbardstonma.us.