

TOWN OF HARDWICK

Is currently accepting applications for the part-time position of Assistant Town Clerk

The Assistant Town Clerk will work under the direction of the Town Clerk and in accordance with all applicable Massachusetts Laws, Town bylaws and regulations. Requires excellent interpersonal skills, ability to communicate to effectively deal with the general public, state offices and other town departments whether in person, by phone or e-mail. Has access to a variety of confidential information, such as birth, marriage and death records. Helps with the administrative work by assisting the Town Clerk with the preparation, maintenance and preservation of official functions relating to municipal records, conducting of all aspects of town, state and federal elections, the mailing of the annual census and the data entry of returned census forms and the maintenance of the voter list, street list and school census list, assists with the certification of nomination papers and petitions submitted to the Board of Registrars, also the certification of absentee ballot applications and the issuance of official documents and approximately 500 dog licenses.

The successful candidate shall be proficient in data entry, such as Microsoft Word, Excel, Access and similar databases and will operate computers, printers, typewriter, calculator, telephone, copier, facsimile machine and other standard office equipment requiring eye-hand coordination and finger dexterity, and shall have a working knowledge of office procedures, practices and terminology; ability to compose correspondence and prepare, type, and proofread as to form and logic flow and the ability to maintain detailed records and files.

This position is in a normal office working environment, not subject to extreme variations of temperature, noise and odors. Majority of the work is performed in a quiet work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and rapidity with tasks that must be completed.

The candidate must be available to lift at least 20 pounds and occasionally more when moving election equipment. Balancing, crouching, grasping, pulling, reaching and stooping may also be required at times. Occasionally some long day/late evenings are required for voter registration sessions, elections and town meeting events. Attendance at Massachusetts Town Clerk Association sponsored educational seminars should be a priority of the chosen candidate.

The minimum requirements include a High School diploma. An Associate Degree in business or secretarial science is desirable and at least two years of related office experience or combination of education, training and experience is preferred. The successful candidate should have the ability to be bonded, commissioned as a Notary Public and hold a valid driver's license.

This list is intended only as an illustration of the various types of work and responsibilities that will be shared between the Town Clerk and the Assistant Town Clerk. The omission of the specific statement of duties, or explanations does not exclude them from the position of Assistant Town Clerk.

Applicants should send a letter of interest, resume and references in an envelope marked "Assistant Town Clerk Position" to Town Clerk, PO Box 575, Gilbertville, MA 01031 or hand delivered to Hardwick Municipal Office Building, 307 Main St., Gilbertville, MA 01031. Applications will continue to be accepted and may be considered until the position is filled. The most highly qualified candidates will be invited to one or more interviews and or/assessments. This position is a part-time 19-hour work week with no benefits. The successful candidate should be a resident of Hardwick and willing to consider running for the elected position of Town Clerk at a future town election. The appointment of the final candidate will be contingent upon the results of pre-placement conditions including a criminal background check and drug screening.

The Town Clerk will be available to meet with potential applicants at a mutually agreed upon time to give an overview of the job requirements. Please call Paula Roberts, Town Clerk at 413-477-6700 any time after July 20, 2019 to set up an appointment.