

JOB POSTING

Position: Assistant Town Clerk, Town of Millville
Hours: 8 Hours per Week (flexible schedule a must)
Pay: \$13.00 - \$15.00 per hour (pay commensurate with experience)

Job Description:

Under the supervision of the Town Clerk, the Assistant Town Clerk will be responsible for, but not limited to, the following tasks:

1. Post all agendas for meetings on the Town Website and on the outdoor posting board.
2. Assist with dog licensing through Microsoft Access Database
3. Assist with birth, death and marriage certificates, utilizing Virtual Gateway
4. Assist with Voter Registration
5. Assist with general correspondence to residents
6. Assist with Early Voting, Absentee Ballots, and preparing for elections
7. Filing
8. Assist with other duties as time allows

The successful candidate must have the following skills:

1. Computer skills (Microsoft Word, Access, Excel)
2. Knowledge of office equipment (scanning, copying, printing, telephone system)
3. Must have excellent customer service skills and telephone etiquette
4. Exceptional organizational skills
5. Self-motivated and able to complete tasks with minimal supervision
6. Dependable and punctual
7. Outstanding communication skills
8. Ability to follow instructions

Please submit resume and letter of intent to:

Diane Lockwood
Millville Town Clerk
290 Main Street
Millville, MA 01529

E-mail: townclerk@millvillema.org

POSTING WILL REMAIN OPEN UNTIL POSITION IS FILLED