From: Tim Carroll [execsec@ci.chilmark.ma.us]
Sent: Friday, June 20, 2008 5:17 PM
To: Chuck Hodgkinson (chodgkinson@ci.chilmark.ma.us)
Subject: pers Position Vacancy NoticeTown Clerk.doc
Could you post this on the web please?

Position Vacancy Notice

POSTING DATE: 17 June 2008 START DATE: 01 Aug 2008

TITLE: **Town Clerk**

INITIAL RATE OF PAY: **SALARIED EXEMPT $27,383**
GRADE 9: Step 1 $24.98/hr. FY 2009

FULL-TIME/SEASONAL: **Approximately 1,096 hours a year** <20 Hours a week.>

BENEFITS: 75% Health & Life Insurance
Sick, Personal & Vacation time

SUMMARY OF DUTIES: Responsible for all functions of the Town Clerk's office as mandated by state and local law. The a) collection/creation, care and keeping of official municipal documents & records, b) management of federal, state and local elections/primaries, c) recording & certifying the proceedings of Town Meeting, d) annual town census, e) voter registration, f) vital records, g) issuance of various licenses and permits, h) source of public information on a variety of town related matters, i) recruiting & supervising election workers, j) other duties as assigned.

REQUIREMENTS:

- *Serve the public courteously and responsively*
- *High School diploma.*
- *Must obtain Town Clerk certification within one year of employment. Travel required.*
- *Knowledgeable in Massachusetts General Laws Chapter 41 - Elections.*
- *Excellent Skills in general office automation: computer word processing and database use in particular.*
- *Excellent communication and interpersonal skills.*
- *Pre-employment physical examination*

APPLICATION: Contact the Selectmen's Office for an application and position description. tcarroll@ci.chilmark.ma.us 508-645-2101. Questions about the job should be directed to the Executive Secretary Tim Carroll.

DEADLINE: Completed Applications with a cover letter and resume should be submitted to the Selectmen's Office by **4:30 PM on Tuesday July 1st 2008.**

INTERVIEWS: Most likely July 7th TBD