



ASSISTANT TOWN CLERK

The Town of Westwood seeks a courteous, highly responsible individual with excellent computer skills and a demonstrated ability to handle confidential information. The Assistant Town Clerk will provide administrative and record keeping functions in support of the Town Clerk, and assist with all areas of Town Clerk functions. The Assistant Town Clerk works independently under the direction of the Town Clerk, and in accordance with applicable provisions of the Massachusetts General Laws.

Responsibilities include but are not limited to:

- Assists with administration of municipal, state and federal elections; prepares reports of election results.
- Participates in conducting annual Town census; updates and assists in maintaining the State/Town Voter Registration Information System.
- Maintains accurate vital records including births, marriages and deaths; issues certified copies in accordance with applicable laws.
- Administers the oath of office to Town officials and board/commission members in the absence of the Town Clerk.
- Issues various state, county, and Town licenses and permits.
- Advises citizens regarding applications for licenses, running for office, locating public records, and registering to vote.

Education, Experience, Special Requirements: Bachelor's Degree plus a minimum of 3 years of related public sector/customer service experience; or an equivalent combination of education, training and experience. Notary Public status required within 6 months of hire. Valid Driver's License required.

The position requires a strong knowledge of how to research election laws, public record laws, campaign finance laws, town bylaws, and all pertinent regulations relating to municipal government. Complete working knowledge of office administration, financial record keeping and automated office systems and procedures is required.

Salary and Benefits: This is a full time, 35-hour per week union position. Starting salary is \$55,692 annually. Westwood offers an attractive benefit package.

To Apply: Send cover letter and resume to hr@townhall.westwood.ma.us.

Application Deadline: August 6, 2021

Equal Opportunity Employer