



Town of Walpole

Commonwealth of Massachusetts

HUMAN RESOURCES

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TOWN CLERK

Town of Walpole seeks qualified applicants for full time Town Clerk position. This position has administrative, supervisory and clerical work in connection with the recording of official Town records and the direction of election activities as well as the issuance of various licenses and official documents. Works under the general direction of the Town Administrator for administrative departmental needs, but with the duties and responsibilities as defined by the General laws of the Commonwealth, Town Charter and Town By-laws. The position requires an Associate's degree in business management or records management or a closely related field plus three to five years of related experience; must be a certified Town Clerk or within four (4) years of the hire date; must be bondable; must be registered voter in the Commonwealth of Massachusetts; must be a notary public certification within six months of the hire date. Annual salary range \$65,916 – \$86,974. Complete job description via website www.walpole-ma.gov. Submit cover letter, resume and application form to Town of Walpole, HR, 135 School Street, Walpole, MA 02081. Apply by Thursday, October 29, 2015. EOE/AA