



Human Resources

Town of Walpole Commonwealth of Massachusetts

Town Hall
135 School Street
Walpole, MA 02081
Phone (508)-660-7292
apply@walpole-ma.gov

March 21, 2024

Assistant Town Clerk

Town Clerk
35hrs/week

RECEIVED
21 MAR 21 PM 2:55
TOWN OF WALPOLE
TOWN CLERK

The Town of Walpole is seeking a highly-qualified individual to fill the role of Assistant Town Clerk. This position is responsible for the administrative technical support and supervisory functions of the combined office of Town Clerk, Board of Registrars and Elections.

Desirable Qualifications & Skills:

High school graduate plus two years of technical school or junior college with three years of office experience or any equivalent combination of education and experience. Requires working knowledge of computer applications (i.e. Word & Excel). Prior experience in vital record maintenance and election procedure required. Prior supervisory experience preferred. Requires thorough understanding of state statutes and administrative rulings relating to the maintenance of vital statistics, voter registration and the conduct of elections. Requires understanding of State & Town government organization. Requires excellent record keeping skills. Must be accurate in data entry. Effective customer service and communication skills are required to address a wide-ranging public audience in person and in writing. Must have organizational/project management skills. Must have leadership skills to direct department staff in the completion of work assignments and to create a positive working environment. Requires the ability to work independently.

Complete job description via Walpole website www.walpole-ma.gov.

Salary:

Full time, Clerical Union; \$29.10 per hour

How to Apply:

Applicants can submit cover letter, resume & [Town of Walpole employment application](#) to: Town of Walpole – HR; 135 School Street, Walpole, MA 02081 or email apply@walpole-ma.gov. Position will remain open until filled. AA/EEO

The Town of Walpole is an equal opportunity employer. M/F/D/V and does not discriminate based on race, creed, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status. Posted Thursday March 21, 2024