

**Town Clerk***Town of Georgetown*

The Town of Georgetown is seeking applicants for a part-time temporary Town Clerk. The incumbent provides supervisory and administrative support in the discharge the duties of the office including, but not limited to, the maintenance of vital records, licensing and permits, records management, and election administration. Thorough knowledge of Town Clerk operations and service functions required. Candidates for this 20 hour/week position must demonstrate exceptional verbal communication and interpersonal skills; customer service skills; multi-tasking ability and management skills. Bachelor's degree preferred along with several years of office and customer service experience, preferably in a municipal setting; demonstrated organizational skills and the ability to prioritize workflow; accuracy and attention to detail; and proficiency with MS Office applications.

Some evening and occasional Saturday hours will be required for special events such as Town Meetings and early voting. Salary is not to exceed \$37.33/hr. Position term is from August 20, 2018 to May 13, 2019.

To apply, submit a cover letter and resume to [Jpantano@georgetownma.gov](mailto:Jpantano@georgetownma.gov) by June 25, 2018.