

Salutations Shutesburians!

Have you ever wanted to work at Town Hall, preserve town history for future generations, and help your neighbors vote, among other exciting and challenging responsibilities? Now could be your big chance!

The Town of Shutesbury is seeking applicants for the position of part-time Assistant Town Clerk. The Assistant Town Clerk assists in the performance of the duties of the Town Clerk. These include but are not limited to: archiving minutes and agendas, processing dog tag applications, processing voter registration and conducting the annual municipal census, as well as assisting in all aspects of elections and Town Meetings. In the absence of the Town Clerk, the Assistant Town Clerk shall perform the duties of the Town Clerk and shall have the essential duties and responsibility of the Town Clerk, as described in MGL c 41 sec 19. Salary based on experience, \$18.63 to \$20.36, starting. Ten hour per week position.

Please reach out if you have any questions about the job! And please help us spread the word about this opportunity! Thank you everyone!

Sincerely,
Grace Bannasch -Town Clerk & Notary Public