

TOWN OF WESTMINSTER, MA

**TOWN CLERK DEPARTMENT ASSISTANT
PART-TIME POSITION (13 HOURS/WEEK)**

The Town of Westminster is accepting applications for a part-time, non-benefited, Department Assistant in the Town Clerk's Office. This position is responsible for providing clerical services. Candidates for this position must be able to demonstrate excellent customer service skills and attention to detail. Duties include preparing and distributing correspondence, reports, records, forms, filing, assisting with the issuance of permits and licenses and the collecting of fees. Familiarity with voting and election laws a plus. Flexible to work more hours when needed. Ability to multitask and willingness to become a Notary Public required.

Starting pay rate: \$15.23/hr. Requirements: High School Diploma or equivalent; minimum of one (1) year related work experience in an office environment or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Microsoft Office experience and good oral and written communication skills required.

Application and job description is available on town website at www.westminster-ma.gov, Human Resources, or email jbelleveau@westminster-ma.gov, 978-874-7404. Position available July 1, 2016.

Deadline for applications: Friday, June24, 2016. EOE