

JOB POSTING
TOWN OF CARLISLE
ASSISTANT TO THE TOWN CLERK

The Town of Carlisle seeks qualified applicants for the part-time position of Assistant to the Town Clerk. (24 hrs/wk) AA/EOE Municipal experience strongly preferred. Candidates must possess exceptional customer service, oral communication and interpersonal skills; be proficient and extremely accurate in record keeping. Candidates must have High School diploma; College degree strongly preferred, 3-5 years of responsible clerical/accounting experience is essential.

The Assistant to the Town Clerk receives a stipend to act for the Town Clerk in his/her absence and in that capacity assumes all the statutory responsibilities of that office. Also the Assistant will deal with the public at the counter, on the phone, and in email and this requires a substantial degree of courtesy, confidentiality and tact.

Successful candidate will be able to maintain detailed and accurate records; must have strong planning and organizational skills and be able to manage and prioritize multiple concurrent tasks; must have strong computer skills, particularly M.S. Excel, Word, and Access and other databases.

Days and hours of work will vary especially during preparation for Elections and Town Meetings. Administrative duties require the frequent exercise of independent judgment and initiative. Production of Vital Records requires ability to maintain high levels of confidentiality and extreme accuracy.

Interested candidates should send resume and cover letter to:

Town Clerk
66 Westford Street
Carlisle, MA 01741

Review of applicants will commence November 23, 2015 and continue until position is filled.