

**TOWN OF HUNTINGTON
SELECTBOARD OFFICE**

P.O. Box 430
24 Russell Road
Huntington, MA 01050
Telephone: (413) 512-5200 Fax: (413) 667-3513
admin@huntingtonma.us
Edward Renauld Roger Booth, Jr. William Hathaway III
Jennifer Peloquin, Town Administrator

Job Posting

Interim Town Clerk

DUTIES:

- Serves as Chief Elections Officer for the Town with full responsibility for the total administration of fair and impartial local, state, and federal elections and town meetings in accordance with the Secretary of State's office and local bylaws.
- Serves as Public Records Officer. Responsible for the processing, verifying, routing, and maintenance of official records, documents, business, and legal records.
- Serves as local Registrar of Vital Records & Statistics. Registers, indexes, maintains, and certifies vital records, including births, deaths, marriages; issues related licenses and collects fees. Processes certified copies of records. Determines whether statutory criteria have been met for changes in and access to certain vital records.
- Provides assistance with genealogical research for members of the public, and is responsible for maintenance, disposition, and preservation of municipal archival records and materials.
- License/Permit Issuance. Provides a variety of licensing and business services including marriage, dog, business certificates, and raffle permits. Collects, records, and accounts for associated fees.

MINIMUM QUALIFICATIONS:

- High school graduate
- A minimum of two years of progressively responsible experience in an office setting.
- Proficient in the use of a computer including Microsoft Office
- Attention to detail
- Courteous with the public, Town departments, etc.

Please see job description for complete duties and minimum qualifications

SALARY:

- \$18,723.00 per year (plus fees after the current Town Clerk retires on 3/28/2024.)
- Salaried position. Approximately 18 hours per week. Additional hours are necessary during election, and other peak times.
- Must be available to work hours during regular daytime Town Hall hours and Wednesday evenings.
- No benefits

ADDITIONAL INFORMATION:

- This is an interim position and will be appointed through June 30, 2024.
- The permanent Town Clerk position is dependent upon a Home Rule Petition that has been filed with the state to change the position from an elected to an appointed position or passage at the annual town election in May 2024 of the same. If both fail, then the Town Clerk will be elected at the annual town election to assume duties on July 1, 2024.

TO APPLY:

- Send a letter of interest, resume, and application (<https://huntingtonma.us/forms/EmploymentApplication2017.pdf>) to: admin@huntingtonma.us or Town of Huntington Selectboard, PO Box 430, Huntington, MA 01050

DEADLINE TO APPLY:

- January 26, 2024

Town of Huntington is an Equal Opportunity Employer

Posted 01/05/2024