



Town of Millville
Massachusetts 01529
OFFICE OF THE TOWN CLERK

290 Main Street, Millville, MA

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**JOB POSTING
TOWN OF MILLVILLE
ASSISTANT TOWN CLERK**

The Town of Millville is seeking a qualified Assistant Town Clerk to assist with the requirements of the Town Clerk's office under the direction of the elected Town Clerk and in accordance with all applicable Federal and Massachusetts Laws and Town Bylaws and regulations. The Assistant Town Clerk represents the Town Clerk in his/her absence. The position requires excellent customer service and administrative and confidential duties supporting the operations of the Town Clerk's office. Duties include but are not limited to: Acts as the Town

Clerk in his/her absence and assumes all statutory responsibilities of that office, including complex administrative, technical support, and supervisory functions of the combined office of the Town Clerk, Elections and Board of Registrars. Assists and answers questions of customers, public officials, department heads and staff in person, telephone and e-mail; receives complaints and responds to complaints appropriately; makes referrals as needed. Continuously assists the Town Clerk in the administration and operation of all election activities; receives, issues and records absentee and early vote ballots and overseas voters; prepares required voter lists; registers voters and enters all necessary changes into the state Voter Registration system, sends acknowledgements; schedules and ensures the availability of election workers. Receives, records and permanently indexes all vital records including birth, marriage and death certificates; issues marriage, birth and death certificates. Participates in conducting the annual town census; sorts and returns and verifies data with the state computer system. Assists in the preparation for Town Meetings; attends Town Meetings and assists the Town Clerk with preparation of minutes and certification of votes taken of each Town Meeting article. Receives and records all monies collected from fees, processes timely turnovers to the Town Treasurer and submits reports as required; reconciles accounts. Time stamps and posts meeting agendas notices of all boards/committees/commissions, (per Open Meeting Law), maintains, records, performs oath of office and provides copies of Conflict of Interest, Open Meeting Law, etc. Maintains database of yearly distribution of same. Receives applications for the ZBA and Planning Board; maintains project files and logs of related materials. Receives applications for Business Certificates and Dog Licenses, maintains databases of same and ensures renewals in a timely fashion. Issues a variety of town licenses, permits and certificates. Performs similar or related work as assigned, directed or as situation dictates. Regular attendance at the workplace is required.

Qualifications and Experience: High School Diploma; five years of related municipal office setting dealing with the public; or an equivalent combination of education and experience. Notary Public preferred, or willingness to become a Notary within 12 months from date of hire. Hourly: part-time, 8 hours per week. Hourly range: \$13.50 to \$15.00. Email Resume and Cover Letter to townclerk@millvillema.org or mail/drop off to the above address by October 13, 2021.

POSTED: SEPTEMBER 14, 2021

Equal Opportunity Employer. The Town of Millville accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act.