TOWN OF SHELBURNE

PART-TIME CLERICAL POSITION

SEWER COMMISSIONER’S CLERK

The Town of Shelburne is seeking to employ part-time clerical help to assist the Sewer

Commissioners on an as needed basis at an hourly rate of $23.14. Average hours are forecasted at 8 hours weekly and will likely vary depending on season, with more hours needed for budget season (Jan – May) and for bi-annual billing in Spring and Fall.

Individual must be able to attend evening meetings, assist town treasurer during billing season and for abatement requests, possess good communication and organizational skills, record and transcribe meeting minutes accurately, maintain confidential information, interact appropriately and effectively with town officials and general public and possess general knowledge of office procedures, equipment and computer applications.

A complete job description is available at the Shelburne Town Hall, 51 Bridge Street, Shelburne, MA and on the town’s website at: www.Townofshelburne.com Interested applicants should submit a cover letter and resume to the Terry Narkewicz, Town Administrator at

townadmin@townofshelburnema.gov