



## Town of Barre, Massachusetts

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### Office of the Town Clerk

40 West Street, P. O. Box 418, Barre, Massachusetts 01005

Phone: (978)-355-2504 Ext. 5 Fax: (978)-355-5025

[clerk@townofbarre.com](mailto:clerk@townofbarre.com)

*Ellen M. Glidden, CMC, CMMC*

*Barre Town Clerk*

*Mary Ann Gendron, Assistant Town Clerk*

*Catherine Flick, Admin. Asst. Town Clerk*

#### JOB POSTING

**Position Title:** Admin. Asst Town Clerk II  
**Department:** Town Clerk  
**Part Time/hours:** Avg 13 hrs/week/yr – shared position- no benefits  
**Class:** Appointed By Town Clerk  
**Starting Salary Range:** \$18.04 per hour

#### Description of Position:

The Town Clerk seeks qualified candidates for a shared Admin. Asst. Town Clerk position in the Town Clerk's Office. Under the general direction and supervision of the Town Clerk, assists the Town Clerk in performing the clerical duties and responsibilities of the Town Clerk's Office. Work includes filing, providing customer service in person, by email or by phone, processing/preparing various licenses and permits, maintaining and updating records. Assists with preparation of elections, town meetings, census and dog registrations. Position requires strict confidentiality. For full job description available at the Town Clerk's Office.

#### Recommended Minimum Qualifications:

**Education:** High School diploma required, Associate's Degree in related field or endeavor preferred.

**Experience:** 2 years of related administrative experience required; experience working with elections or in a municipality or government setting preferred.

**Substitutions:** An equivalent combination of education and experience may be substituted for listed requirements at the discretion of the hiring authority.

**Licenses/Certificates:** Mass Drivers License. Ability to be bonded.

**Date posted:** January 11, 2024

**Closing date:** Open until filled

**Apply to:** Please submit application, resume and cover letter to the **attention of Ellen Glidden**, Town Clerk, 40 West St., PO Box 418, Barre, MA 01005-0418. The Town of Barre is an Equal Opportunity Employer. Questions should be directed to Ellen Glidden @ [clerk@townofbarre.com](mailto:clerk@townofbarre.com) or by phone at 978-355-2504 ext. 129.