



TOWN OF HOPEDALE

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Town Clerk

Lisa Pedroli

August 17, 2016

Job Posting for Assistant Town Clerk

The purpose of this position is to assist the Town Clerk in performing clerical and administrative work in connection with the maintenance of official municipal records, the issuing of various licenses and official documents, the management of the Town Census, the direction of election activities, the performance of all other related work as required and oversight of the office in the absence of the Town Clerk. The work is performed in typical office conditions, with frequent interruptions, to provide assistance and information to the general public on a walk-in basis and on the telephone. Scheduled hours may include an extended workday when elections are conducted. The Assistant Town Clerk may also be required to attend all annual and special town meetings. Fifteen to eighteen hours a week and pay rate is based on wage scale within the Town of Hopedale. Town of Hopedale is an EEO employer. Please send resumes to Lisa M. Pedroli, Town Clerk, PO Box 7 Hopedale, MA 01747 or directly to my email at lpedroli@hopedale-ma.gov. Resumes will be accepted until September 9, 2016.