Town of Southampton

Temporary Assistant Town Clerk

Part-Time

Town of Southampton Board of Selectmen seeks individual for part-time Temporary Assistant Town Clerk position. This position is appointed by the Temporary Town Clerk with approval of the Select Board as an Emergency temporary appointment through May 21, 2019 (Town Election). Individual will be under the direct supervision of the Temporary Town Clerk. Individual is responsible for assisting the Town Clerk in the administration of official town records, the issuance of departmental licenses and permits, maintenance and recordkeeping of public information, processing of voter registrations, and absentee ballots, and assisting in the overall operation of the office. Performs the functions and duties of the Town Clerk in his/her temporary absence. Individual is required to perform all similar or related duties. Individual should have a High School diploma or GED; one to three years of prior experience in records management and/or experience in municipal government would be helpful. The successful candidate must receive Certification as a Notary Public. Essential job functions example but not limited to: Assists the Town Clerk with the maintenance of permanent Town records, issues certified copies of vital records, issues dog licenses, and business certificates, receives marriage intentions for the Town Clerk. Assists the Town Clerk with the administration of the Town census and updates census data. Responds to requests for general and private information and assistance from the public at the department’s counter, over the telephone or via e-mail, processes out going department mail and posts public notices including town board/committee meetings and agendas as required in accordance with department procedures and practices, files minutes for town board/committee meetings as well as posted notices, signs off on hearing applications; records and files decisions made by the Planning Board and Zoning Board of appeals. Register and process new voters, mail confirmations and deletions; maintain voter lists; verify nomination papers and petitions, responds to customer requests for information on all department operations and functions, assists the public with genealogical information, supplies voter registration forms and ballot information to town residents as requested. Town Clerk’s Office is open Monday through Thursday. Position averages eighteen (18) hours of work per week. See Job description. Please send cover letter and resume to Edward Gibson, Town Administrator, 210 college Highway, Suite 7, Southampton, MA. 01073, or e-mail: TownAdministrator@townofsouthampton.org. Posting will remain open until filled. The Town of Southampton is an Equal Opportunity Employer.