



Massachusetts PROVINCETOWN

PROVINCETOWN HUMAN RESOURCES OFFICE

Position Opening

Non-Union – Town Clerk

The Town of Provincetown is now accepting applications for the Town Clerk. This year-round position is typically 40 hours per week with occasional evening and weekend work when required to provide services for early voting, elections and Town Meetings.

Town Clerk: This position is the Chief Election Official, Vital Records Custodian, Chief Record Access Officer, and Marriage, Dog, Shellfish License, and business certificate issuer. The Town Clerk is responsible for Agenda and Public Notice Postings in accordance with MA Open Meeting Law requirements. The Town Clerk is the Town Meeting Decision Custodian, Cemetery Records Trustee, Historical Preservation Project Manager, and keeper of all public records. The Town Clerk prepares and distributes the Annual Town Report and serves as the local Registrar of Vital Records and Statics. The Town Clerks serves as the State Ethics Liaison and maintains the ethic training requirements of all Town Employees as well as Board/Committee/Commission members. The Town Clerk develops the department's budget and oversees departments payroll and bill warrants. The Town Clerks Swears in all Town employees as well as Board/Committee/Commission Members.

Minimal Qualifications: Associates or Bachelors desired; 5 years of progressively responsible experience in an office setting, experience in a municipal government setting including experience in records management and dealing with the public desirable; or any equivalent combination of education and experience. Commissioned as a Notary Public or willingness to be commissioned upon appointment to the position.

This is a Grade 12, non-union position with a salary range of \$87,075 - \$113,198. The position is available immediately and will remain open until filled. For initial consideration send application, cover letter and resume to: Human Resources, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or hr@provincetown-ma.gov by Wednesday, October 26, 2022

The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.

Alex Morse, Town Manager

Posted: Provincetown Town Buildings, <http://www.provincetown-ma.gov>, Town Website, Facebook

Date: 10/12/2022, 11:55 am AR

260 Commercial Street, Provincetown, MA 02657
508-487-7000 ext. 525