

TOWN OF EASTON
Principal Clerk- Department of Planning & Economic Development
(Full Time 35 Hours per week)

The Town of Easton is accepting applications for a qualified individual to fill the position of full time Principal Clerk for the Department of Planning & Economic Development. The Clerk has frequent contact with the general public as well as applicants to the Planning & Zoning Board, Conservation Commission, Zoning Board of Appeals, lawyers, consultants and engineers. The Clerk provides support to the Planning & Economic Development Department. Candidates must have a high school diploma, and additional course work in bookkeeping, business or related field; three years responsible experience in secretarial work; and experience in dealing with the public, Experience with Conservation and Planning & Zoning permitting preferred but not required or any equivalent combination of education and experience.

Duties include but are not limited to attendance at evening meetings, transcribing minutes at least two times per month; organization of digital and paper files; High proficiency in using Microsoft Office software and web applications; review of applications for completeness and accuracy; drafting correspondence, board decisions, legal notices, documents and forms. General knowledge of Town Zoning Bylaws, Massachusetts General Laws Pertaining to Zoning and Conservation, Open Meeting Law Rules & Regulations and familiarity with town government preferred but not necessary. This is a union position with excellent benefits and municipal pension system. Step 1 is \$27.808 per hour; anticipated hiring range is \$27.808 – \$30.397 per hour (\$50,611 – \$55,323 if annualized) depending on qualifications.

Required applications can be downloaded at www.easton.ma.us under the “Residents” tab and then “Employment Opportunities”. Interested applicants should submit a cover letter, resume and required employment application to Human Resources Coordinator Mary Southworth via email jobs@easton.ma.us (preferred) or by mail at the Easton Town Offices, 136 Elm Street, Easton, MA 02356. The position will remain open until filled.

The Town of Easton is an Equal Opportunity Employer and encourages diverse and talented candidates to apply.