

Job Opening

Town Clerk, Clerk

Town of Berkley

Must have strong computer skills, particularly Microsoft Excel, Word and Access. Applicant must be able to perform duties in a very busy setting and must have excellent customer service and communication skills. The position requires knowledge of state, local and federal statutes, and must be available to work all local and state elections. Position is 22 hours per week with starting salary of \$15.10 per/hour plus a full benefits package.

Send cover letter and resume to:

Deborah Pereira, Town Clerk

1 North Main Street

Berkley, MA 02779

Tel: 508-822- 3348

Or Email: townclerk@berkleyma.us