

Job Opening
Administrative Assistant to the Town Clerk

The Town of Hamilton is seeking an Administrative Assistant to the Town Clerk. This is a full-time 37.5 hours per week position.

Primary responsibilities include providing clerical and administrative services to the Town Clerk's Office including daily office operations; administrative assistance with functions of the vital records, voter registration, elections, town meeting, dog licensing; bookkeeping and recordkeeping; customer service including processing all mail for Town Hall offices and Police, Fire, and Recreation Departments. Administers Oaths of Office for elected and appointed officials; notarization of documents for the general public and Town departments. **Minimum required qualifications:** An associate's degree with at least 2-3 years of office administration experience in a related field, or any equivalent combination of education, training and work experience. Experience in a municipal setting and in dealing with the public strongly preferred. Must be proficient with Microsoft Office and possess great attention to detail and customer service skills. **Hiring range:** \$23.28 - \$24.23 commensurate with experience.

Please submit resume and letter of interest to Joe Domelowicz at jdomelowicz@hamiltonma.gov. A full job description can be found on the Town's website at www.hamiltonma.gov under Human Resources. Position will remain open until filled.