

Town Clerk*Town of Lancaster*

Town of Lancaster seeks qualified applicants for the full-time position of Town Clerk to perform administrative and supervisory work concerning the maintenance and certification and retention of official town records, in accordance with MGL. Issue various licenses, and responsible for elections and town meetings. Full job description is available upon request. Bachelor's or Business degree preferred, minimum of five years municipal experience. Experience as a Town Clerk or Assistant Town Clerk highly desirable. An equivalent combination of education and experience will be considered. Salary Range \$54,000 - \$71,000 (DOQ)

Send cover letter and resume to Orlando Pacheco, Town Administrator, 701 Main Street, Suite 1, Lancaster, MA 01523, or via email to opacheco@lancasterma.net. Application deadline is 3/19/21. EOE/AA.