



The Town of North Brentwood is seeking applicants for the part-time position of Assistant Town Clerk. Assistant to the Town Clerk responsibilities will include clerical support work for the Town Clerk, maintenance of town records, assigned duties by the Town Clerk, working with the town treasurer and town manager, providing administrative support of Mayor and Council, including performing duties and oversight of the position in the absence of the Town Clerk. Work requires a high level of responsiveness to citizens, the Council and Mayor. This position requires a high level of attention to detail and utilization of good judgement.

Technical Knowledge

- Working knowledge of the Town organization.
- Working knowledge of the regulations, codes and policies governing Town government, practices and operations of municipal government.
- Working knowledge of state statutes in relationship to municipalities.
- General knowledge of administrative, clerical practices and methodologies.
- Strong knowledge of computer office software and ability to operate a variety of office equipment.
- Strong organizational skills; detail oriented
- Ability to work independently
- Bilingual is desired, but not required

Physical Requirements

- Ability to lift 10-30 pounds, repetitive motions, and moderate physical labor.
- Ability to climb stairs.

Acceptable Training and Experience

- Minimum high school graduate, plus 3-5 years of experience providing administrative and clerical support to include experience in a municipal environment.

Full description of position available on town website – NORTHBRENTWOOD.COM

Position is part-time Monday, Tuesday, Thursday; 9:00 am – 1:00 pm; twice a month will be required to attend monthly meeting. Interested persons may send cover letter and resume to:

Town of North Brentwood c/o Mayor Petrella Robinson at Probinson@Northbrentwood.com

Applications will be accepted until October 15, 2021