

Town of Middleborough is seeking qualified candidates for the full-time (40 hours) position of Planning Department Senior Clerk. Under the direction of the Town Planner, the senior clerk assists the Town Planner, Administrative Planning Assistant and Planning Board with administrative work, including but not limited to answering telephones, public interaction, filing, preparing forms, scheduling public hearings, preparing agendas, departmental accounting, comprehensive department organization, etc. Computer skills required, MS Office, Excel, PowerPoint, Dropbox. Working knowledge of planning/construction vocabulary and statutory requirements of Mass Subdivision Control Law and Zoning Act preferred.

Must be able to work independently and problem solve in a fast-paced environment while multi-tasking and thinking outside the box.

Salary determined by the AFSCME Clerical Union, Step 1 - \$19.96/hr. with full benefits.

Please forward cover letter and resume to BradleyL@middleborough.com

Position open until filled. EOE