

**Town of Wellfleet
TOWN CLERK**

The Town of Wellfleet is seeking qualified candidates for Town Clerk position. This position serves as Chief Election Officer and shall serve as a Registrar of Voters. Salary range is \$58,000 - \$60,000. The position is full-time, with full benefits. Town Clerk is responsible for effective, reliable and timely implementation of services relating to Town Clerk duties such as public information, records management, licensing, vital statistics, elections, census/voter registration and the issuance of various permits. A bachelor's degree and at least five (5) years of experience as a Town Clerk or Assistant Town Clerk is required. The successful applicant must be able to be bonded. Interested applicants may obtain the job description at the Wellfleet Website at www.wellfleet-ma.gov or from the Administration Office. Applicants may submit a letter of application and resume by mail to the Town Administrator at 300 Main Street; Wellfleet, MA 02667 or by email to JobOpportunities@wellfleet-ma.gov. Include the title of the position applied for on the outside of the envelope or in the subject line of the email. Deadline is Friday, June 20, 2014.