

Town of Franklin

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Franklin, Massachusetts 02038-1352



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OFFICE OF HUMAN RESOURCES

JOB POSTING NOTICE

POSITION: PART TIME Office Assistant I – Elections and Registration
DEPARTMENT: Town Clerk
SALARY RANGE: \$16 - 18/hour
POSTED: May 8, 2018 until filled
Preferred Deadline: May 25, 2018

The Franklin Town Clerk's office is currently accepting applications for an Office Assistant to work in elections and registrations. This position focuses on census processing and preparing for elections. *The Office Assistant may work up to 19 hours/week.* The exact schedule will be established upon hire.

Duties and Responsibilities:

The Office Assistant will be responsible for maintaining all census and voting data for the Town of Franklin. S/he performs a variety of duties related to elections, including, but not limited to, registering voters, handling Absentee Ballots, entering all early voting ballots, and maintaining voter lists. The Office Assistant maintains an active list of all Town of Franklin residents and updates this list when Vital Records (births, deaths) are received and when new residents move to Town. This position is heavily involved in the Annual Town Census which is completed each January.

The Office Assistant will also provide backup administrative support within the Town Clerk's office. This will include answering phones and assisting customers with dog licensing, birth and death certificates, and other questions.

Qualifications:

The Office Assistant must be skilled in Microsoft Excel. The person must also be comfortable with technology and be capable of learning the state's Voter Registration Information System (VRIS). The Office Assistant must be able to communicate clearly and provide excellent customer service in person, on the phone, and via email.

Interested candidates shall email a resume and cover letter in Microsoft Word or PDF format to apply@franklinma.gov. Please put "Office Assistant – Elections and Registration" in the subject line of the email.

The selected candidate will be required to successfully complete a background investigation and a pre-employment physical exam, including a drug test.