



Town Clerk

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The Town of Groton seeks qualified applicants for the full-time Town Clerk position appointed by the Select Board and reporting to the Town Manager. The successful candidate will be responsible for a wide variety of functions such as maintenance of municipal records, issuing various licenses and documents, administration of elections (federal, state, and local) and Town meetings, annual Town census, voter registration, and annual budgets. The Town Clerk is responsible for office management, including the supervision of two part-time employees on a daily basis and approximately 50 part-time election workers' during elections and town meetings. This is a busy office and the successful candidate must be able to multi-task, provide a high level of customer service, possess excellent organizational skills and be flexible.

Qualifications: Bachelor's degree in Public Administration or Business Management; three to five years' experience in an administrative capacity or a combination of education and experience. Experience working in municipality preferred.

Special Requirements: Must be able to be accepted as a Notary and be bondable

Salary: \$90,000 - \$100,000 with a full benefit package.

To apply, please send cover letter and resume by mail to Human Resources Director, Town Hall, 173 Main St., Groton, MA 01450 or by email to humanresources@grotonma.gov For questions please call 978.448.1145. Job description is available by request.

Deadline for applications: July 31, 2025

The Town of Groton is an Equal Opportunity Employer