



JOIN OUR TEAM! DEPARTMENT ASSISTANT

The Town of Brewster seeks a qualified candidate for the position of Department Assistant for the Town Clerk's Office. This new position performs office, data entry, administrative and public service work assisting with the operation of the office and serves as a point of contact for the public.

Duties include but are not limited to answers the phone and assists the public providing information on department regulations and in completing forms and applications. Assists with town meetings and elections including but not limited to set-up & breakdown, mailing ballots, recording and filing returned ballots, and other necessary paperwork for town meetings and elections. Utilizes the state software voter program: entering, deleting, certifying voters, updating census, and verifying voter status. Assists with the entering and updating of dog license information, including rabies vaccination certificate, owner, veterinarian, and address information.

High school degree required, advanced training desired; minimum one year office or related experience required; municipal experience preferred, or an equivalent combination of education, training, and experience. The successful candidate will have multitasking skills with the ability to switch back and forth between tasks and effectively perform different tasks rapidly one right after the other. **Is this the job for you?** [Click here for the full job description and more information about the skills and abilities needed to be a strong candidate.](#)

This is a part-time, 15 hour a week position, covered under the Town's Personnel Bylaw Agreement, with a starting pay range of \$24.14 – \$26.38 per hour, starting pay depending on qualifications and experience. Please send cover letter, resume, and Town employment application to Human Resources, employment@brewster-ma.gov. Position open until filled, with a priority deadline for review of 04/28/24. Interviews anticipated the week of May 6, with a start date the end of May 2024. EEO/AA