TOWN OF FREETOWN

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March 11, 2022

Notice is hereby given that the Freetown Conservation Commission is seeking applications for the position of part-time Senior Clerk.

The Senior Clerk is responsible for preparing meeting minutes and agendas, receiving applications, scheduling hearings, organizing site inspections, preparing state forms, and other routine office tasks. Attendance at evening meetings is required.

This position is covered by the union collective bargaining agreement and is currently scheduled for 12 hours per week. Starting pay is $18.45 per hour.

Applications can be found at the office of the Board of Selectmen or on freetownma.gov. Please sed a cover letter and resume as well as application to the Conservation Commission at the Town Hall, P.O. Box 438, Assonet, MA 02702 or conservation@freetownma.gov This position will remain open until filled with review of applications beginning March 28, 2022.