



TOWN OF BECKET
557 Main Street, Becket, MA 01223-3252
TOWN HALL – (413) 623-8934
FAX – (413) 623-6036

Town of Becket
Job Posting
Part-Time Clerk of Committees

The Town of Becket seeks applicants for the part-time (no more than 19 hours per week) non-benefitted position of Clerk of Committees to work with the Board of Health and Zoning Board of Appeals. Attendance at night meetings is required and the Clerk will maintain regular office hours. During interview, Candidates may discuss their preference for office hours. Qualifications include: Office experience, strong customer service skills, and a willingness to learn. See full job description/info. on www.townofbecket.org. Beginning pay rate: \$16.39. The Town of Becket is an EO/Affirmative Action Employer. Apply by Dec. 27th.

Please submit a letter of interest and resume to:

William Caldwell, Town Administrator
557 Main Street
Becket, MA 01223

Or

administrator@townofbecket.org
with the subject: Clerk of Committees