

## PLYMOUTH TOWN CLERK POSITION

The Plymouth Select Board is accepting resumes for the position of Town Clerk.

The responsibilities include providing citizens with accurate and vital information, assisting the treasurer and tax collector, registration renewals of motor vehicles, vital records administration, including processing marriage licenses, birth and death certificates, dog licensing, maintaining town records and documents, managing voter registration and other election related business, such as presiding over election day in coordination with the BCA.

The Clerk is also responsible for recording and posting the minutes of Select Board meetings, and other publicly warned meetings and hearings, including the Board of Civil Authority. An understanding of applicable state laws, rules and regulations pertaining to the governing of town business is required.

It is the intention of the Select Board to ask the voters to allow them to appoint the Town Clerk position and Treasurer position at the March 2023 town meeting.

The town office is open Monday thru Thursday, 8:00 AM to 4:00 PM.

This position requires the applicant to be able to work confidently and independently. A high school diploma or equivalent and being a Plymouth town resident are the minimum qualifications. Training and start up orientation will be available. This is a full – time position with a full benefit package. Hourly wage is dependent on experience and qualifications.

Please submit a cover letter, resume, and three references to the Plymouth Town Clerk @ [clerk@plymouthvt.org](mailto:clerk@plymouthvt.org) or in person.