

**TOWN OF STONEHAM  
JOB OPPORTUNITY  
PART – TIME OFFICE ASSISTANT  
TOWN CLERK’S OFFICE**

Responsible for the maintenance and recording of all vital statistics including impounded records, adoptions, paternity petitions which includes records of other towns; issues various permits and licenses; types various certificates for marriages, deaths, births, etc.; collects fees and balances money received on a daily basis; prepares various reports regarding vital statistics; posts meetings, types letters and forms, files, answers the telephone. Assists in the preparation for Town Elections and Town Meetings.

Part-Time: 15 hours a week

Hourly Rate: \$16.3818

Requirements: High School graduate or equivalent including or supplemented by a business course or any equivalent combination of education, training and experience. Prior experience in a municipal Town Clerk’s Office helpful.

Resume to: Ginny Ray, HR Director  
Town of Stoneham  
35 Central Street  
Stoneham, MA 02180

Deadline to apply: June 23, 2014 at 4:00 p.m.

**ADA/EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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STONEHAM  
TOWN