



Town of Spencer
Office of the Board of Selectmen
&
Town Administrator

Board of Selectmen:
Jared Grigg
Ralph E. Hicks
John J. Howard
Anthony D. Pepe
Gary E. Woodbury

Town Administrator:
Jeffrey K. Bridges

TOWN OF SPENCER

Minutes Clerk/Recording Secretary: The Town of Spencer is seeking a Minutes Clerk (up to 12 hours/month) to transcribe minutes for the Conservation Commission, Planning Board, and Zoning Board of Appeals.

Position requires three years of clerical experience, excellent writing and typing skills and proficiency in Microsoft Office applications.

Submit resume and standard town employment application form, available at www.spencerma.gov to the Office of Town Administrator, Town of Spencer, 157 Main St., Spencer, MA 01562. Starting salary is \$17.33 per hour. EEO Employer. Position will remain open until filled.