



James P. Purcell  
Town Manager

# TOWN OF NORTON

70 East Main Street  
MUNICIPAL CENTER, NORTON, MA 02766

Telephone: (508) 285-0212 Fax: (508) 285-0297

E-mail: [jpurcell@nortonmaus.com](mailto:jpurcell@nortonmaus.com)

NORTON TOWN CLERK  
MAR 19 2010  
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## TOWN OF NORTON EMPLOYMENT OPPORTUNITY

### TOWN CLERK

The Town of Norton is transitioning from an elected to an appointed Town Clerk in May of 2010. Experienced individual with an in-depth knowledge of laws and regulations applicable to duties and responsibilities of said office is needed.

**Qualifications:** Degree in Public Administration or relevant field; 3 to 5 years of related experience, including supervisory, and experience in records management and customer service; or any equivalent combination of education and experience. Computer skills a must. Work week is 35 to 40 hours. Very competitive salary and benefit package. A complete position description is available at [www.nortonma.org](http://www.nortonma.org). App. deadline is April 12, 2010.

Please send resume and cover letter to James P. Purcell, Town Manager, Norton Municipal Center, 70 East Main Street, Norton, MA 02766.

Publish: Sun Chronicle (03/23/10)  
The Beacon

Post: Town Hall Bulletin Board – March 19, 2010  
Town Web Site ([www.nortonma.org](http://www.nortonma.org))  
Massachusetts Town Clerk's Association Web Site ([www.newenglandclerks.org](http://www.newenglandclerks.org))

pc: Board of Selectmen  
Town Clerk Screening Committee  
File