

TOWN OF BOURNE  
DEPARTMENT OF NATURAL RESOURCES/TOWN CLERK'S OFFICE

Account Clerk II, 35 hours/week Union position w/benefits, Grade A-2, starting at \$19.15/hr. Must be flexible and have the ability to work independently, prioritize tasks, meet deadlines, communicate effectively with the public & explain Department information. Computer, interpersonal, organizational & planning skills are a must. Ideal candidate must enjoy working with the public. This position will be shared between the Department of Natural Resources and the Town Clerk's Office.

Applications will be accepted through June 5, 2017 or until a qualified applicant is found. Complete job description (viewable online at [www.townofbourne.com](http://www.townofbourne.com)) and applications are available at the Department of Natural Resources or Town Clerk's Office, 24 Perry Avenue, Buzzards Bay, MA, 02532-3441.