Conservation Senior Clerk – Town of Canton

Job Title: Conservation Senior Clerk

Salary/Compensation: $21.76 - $25.63 commensurate with experience

Location of position: Canton, MA

Employer: Conservation Commission, Town of Canton

Description of employer: The Canton Conservation Commission is a seven-member board of volunteers whose purview is to protect the ecological integrity of Canton's wetlands and surrounding landscape. In addition to implementing the Wetlands Protection Act and its Regulations, the Commission is also responsible for implementing and enforcing the Canton Wetland and Stormwater Bylaws and Regulations. The Commission owns and manages over 400 acres of open space for conservation purposes.

Work schedule: 32 hours per week, M-F

General Job description: Position is responsible for providing administrative support to the Conservation Commission & Agent for efficient operation of the office. Work includes responding to inquiries, requests, and complaints from the public and applicants in person, via email, and by phone; preparing accounts payable and receivable; data entry; processing applications for permits; & performing a variety of administrative support responsibilities as assigned.

Qualifications: High School diploma or equivalent with from one to up to three years of office or related experience or any equivalent combination of education and experience.

Deadline to apply: Open until filled

For More Information and How to apply (link to website and/or provide email address): Complete detailed job description w/qualifications & benefits available on the Town’s website: www.town.canton.ma.us To apply send cover letter, resume & Town application to: Meredith Hartling, Town of Canton, 801 Washington Street, Canton, MA 02021.