



**Town of Marion
Employment Opportunity
Administrative Services**

The Town of Marion is seeking applicants for a full-time (39 hours per week) clerk position to assist the Conservation Commission and the Zoning Board of Appeals. The job responsibilities include: Assist the Conservation Commission in the administration and enforcement of the Massachusetts Wetlands Protection Act; review Notices of Intent and other filings for accuracy; schedule hearings and meetings; maintain project files and legal advertisements. Assist the Zoning Board of Appeals by accepting and scheduling hearing requests for variances/special permits; attend all ZBA meetings and hearings; prepare minutes and handle all correspondence, and all other secretarial functions assigned by the Board. Classification: TH-5, Pay Rate: \$19.20 – \$22.55 per hour (Fiscal Year 2014.) Contract provisions regarding current employee's rate of pay would be applicable. Submit resume and letter of interest by close of business, August 15, 2014, to the Town Administrator, 2 Spring Street, Marion, MA 02738.

The Town of Marion is an equal opportunity employer.

August 5, 2014