

Job Title: **Deputy Constable**

Department: **Town Administration**

Appointment Type: **Appointed Position (3 year term)**

Position Summary:

The Town is seeking a reliable individual to serve as an Appointed Deputy Constable. This position is responsible for the signing and posting of official Warrants for Town Meetings and Elections, ensuring that legal notice requirements are met in accordance with state and local regulations. **This is a limited-duty position and does not include any law enforcement authority or policing responsibilities.**

Key Responsibilities:

- Sign and officially post warrants for Annual and Special Town Meetings.
- Sign and post warrants for local elections and other required public notices.
- Ensure warrants are posted in designated public locations within the legally required timeframe.
- Coordinate with both the Town Clerk's Office and other necessary administrative offices, to receive warrant documents and confirm posting requirements.
- Provide confirmation that postings have been completed.

Qualifications:

- Must be dependable and able to meet time-sensitive posting deadlines.
- Ability to follow instructions and maintain accurate records of postings.
- Familiarity with the community and designated posting locations is helpful but not required.
- Must be willing to accept appointment by the Town.

Additional Information:

This role is administrative in nature and does not confer any law enforcement powers.

How to Apply / Express Interest:

Individuals interested in the position should contact the Administrative Assistant:

Brennan Mailloux

Administrative Assistant

Email: adminassist@shutesbury.org