

Land Use Clerk Employment Ad

The Town of Shutesbury is seeking applicants for the position of part-time Land Use Clerk. The Land Use Clerk assists in the performance of the duties of the Conservation Committee, Zoning Board of Appeals and Planning Board. The Land Use Clerk maintains office hours in support of the Conservation Commission as well as setting up appointments, managing the calendar and assisting customers by email, phone and when possible by appointment. The Land Use Clerk attends meetings, takes minutes and handles documents for the Conservation Commission, ZBA and Planning Board. Salary based on experience. Fourteen to Nineteen hours per week. Position opens June 21, 2021. Please submit resumes by June 25, 2021 to Becky Torres, Town Administrator, at townadmin@shutesbury.org, use the drop box in front of town hall, or mail to P.O. Box 276, Shutesbury, MA 01072, in an envelope labelled – LAND USE CLERK. Call for job description or more info (413)259-1214.