



# TOWN OF SAUGUS

HUMAN RESOURCES  
298 CENTRAL STREET  
SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4142

Fax: (781) 231-5666

## **Job Posting**

### **TEMPORARY P/T OFFICE STAFF:**

The Town of Saugus is looking for a Temporary, Part-Time (Non Union) Office Personnel for the Town Clerk's Office:

#### Hours Required:

Monday: 2pm to 7pm  
Tuesday: 1pm to 5pm  
Wednesday: 1pm to 5pm  
Thursday: 1pm to 5pm

(hours may vary)

Responsibility include, handling customers and requests of vital or public records. Filing and answering phone calls, limited election processing required and any other duties required by the Town Clerk.

High School Diploma and Prior Office Experience Required/Some College or Degree Preferred.  
Municipal experience a plus.

**Applications will be accepted until position is filled.**

Please email applications/resumes to: [lcrowley@saugus-ma.gov](mailto:lcrowley@saugus-ma.gov)

Town of Saugus  
Lisa R. Crowley, Director of Human Resources  
298 Central Street  
Saugus, MA 01906

*Applications will be kept on file for a period of one year. The Town of Saugus is an equal opportunity employer. Federal Law forbids discrimination based on race, religion, sexual orientation, national origin, age, marital status, transgender or disability.*