



## **TOWN OF CARVER**

### **Records Administrator**

The Town of Carver is seeking applicants for a Records Administrator in the Town Clerk's Office. This is a part-time, 19 hour per week union position. The applicant must possess a minimum of two years office experience, including working with the public, working knowledge of office practices and procedures, and possess proficient computer skills. This is a Clerical Union position with a starting rate of \$18.18 hourly. Applications must be received by 4:00pm on December 29, 2022 at Human Resources, 108 Main Street, Carver, MA 02330. AA/EOE