



## **TOWN OF SCITUATE**

### **Human Resources**

600 CHIEF JUSTICE CUSHING HIGHWAY  
SCITUATE, MA 02066

Tel: (781) 545-8858, Fax: (781) 545-8704

Stephen Salk  
Human Resources Director

### **Chief Clerk – Planning and Development**

This position is a 35 hour benefited position for the Town of Scituate. Performs standard clerical support and other administrative functions for the Director of Planning and Development and his staff. Job Description is attached.

It is a Grade A8 /Step 1 (\$23.24 per hour) and is covered under the terms of SEIU, Local 888 "TOSCA" collective bargaining agreement.

Interested parties should submit a cover letter, town application and three references to Stephen Salk, HR Director, [ssalk@scituatema.gov](mailto:ssalk@scituatema.gov).