



TOWN OF HANOVER
DEPARTMENT OF MUNICIPAL FINANCE
550 HANOVER STREET
HANOVER, MASSACHUSETTS 02339
781-826-5000

Finance Department

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Police and Fire Departments

FROM: Janine Smith
Finance Director

DATE: May 31, 2016

TEMPORARY/PART-TIME ELECTION WORKER/TELLERS

The Town of Hanover is accepting applications for Election Tellers to work the Election Polls on election day(s). This position is a temporary/part-time appointment of the Town Clerk which will be effective August 1, 2016 – July 31, 2017.

General duties include but are not limited to: Tellers shall work at the end of the day and after the election polls close. They shall be assigned to count votes and shall be instructed in that duty by the Warden or Deputy Warden. As a member of our team this employee needs to work and communicate well with others to maintain a positive election atmosphere.

The successful candidate must be willing to work up to 2-8 hours on Election Day, and will be required to complete the on-line State Ethics Training. There are three known elections this year, September 8, 2016, November 8, 2016 and May 6, 2017. The rate of pay is \$10.58/hour. The rate of pay is \$10.58/hour.

Deadline for application is June 28, 2016. Please submit a cover letter and resume or Town employment application to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or via e-mail to ann.lee@hanover-ma.gov.