



**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, COA, DPW, Police and Fire Departments and the Town's Website

FROM: Lincoln Heineman  
Finance Director

DATE: March 31, 2020

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**TEMPORARY/PART-TIME  
ELECTION WORKER/CLERK**

The Town of Hanover is accepting applications for Election Precinct and Ballot Clerks to work the Election Polls on Election Day. This position is a temporary/part-time appointment of the Town Manager which will be effective through July 31, 2020.

General duties include but are not limited to: A Precinct Clerk maintains the record of the election within an individual precinct. An extensive log is kept by the Precinct Clerk under the supervision of the Warden. A Ballot Clerk maintains the order and records in the central ballot area. The Ballot Clerk stands in place of the voter and processes the voter's absentee ballot. As a member of our team, these employees need to work and communicate well with others to maintain a positive election atmosphere.

The successful candidate must be willing to work 12-18 hours on an Election Day, and will be required to complete the on-line Conflict of Interest Training and a mandatory Clerk training before Election Day. There is one remaining election this fiscal year on June 27, 2020. The rate of pay is \$13.55/hour in FY'20.

The deadline for application is April 20, 2020. Please submit a cover letter and resume or Town employment application to Ann Lee, Human Resources Director, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or via e-mail to [ann.lee@hanover-ma.gov](mailto:ann.lee@hanover-ma.gov).

**The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.**

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