

TOWN OF SUTTON

Assistant Town Clerk/Treasurer Vacancy

The Town of Sutton is seeking applicants for an Assistant Town Clerk/Treasurer who is also a Sutton Resident.

Candidate will be trained for the potential takeover for the Current Town Clerk/Treasurer at a later date in 2026.

The position provides administrative support in assisting the Town Clerk/Treasurer with the duties of the office including, but not limited to, the maintenance of vital records, licensing and permits, records management, budget management, elections support, and assisting attorneys and the public with record information.

Experience in office functions preferred.

Candidates for this position must demonstrate exceptional verbal communication and interpersonal skills; organizational skills; ability to prioritize workflow, be detail oriented; and have the ability to obtain certification as a Notary Public

If interested, please email a resume and a letter of interest to: townclerksutton@gmail.com or call 802-467-3377 for more information.

Deadline for accepting resumes will be April 30th, 2026.