

The Town of Waterboro (population 7,700) has an immediate opening for a front office Customer Service Representative. This is a non-union position working directly with citizens and alongside three other front office employees in Waterboro Town Hall performing tax collection, vehicle registration and town clerk duties.

We are looking for candidates interested in either full (32 hours) or part-time work. Our Town office is open Tuesdays 11am – 7pm and Wed through Fridays 9am -5pm.

The successful candidate must demonstrate exceptional customer service, cash handling and communication skills, be team oriented and have a strong work ethic. Strong experience with Microsoft Word is required. All of our front office staff are cross trained in all aspects of town hall services. Considerable experience with TRIO, MOSES, voter registration, vital records and motor vehicle registrations is preferred but we are willing to train the right person.

This position would be up to 32 hours per week and the wage range is \$15-\$ 20 per hour depending on experience. For full time employees (32 hours), the town offers three health insurance options, dental and life insurance, Maine PERS or 457 plan retirement options and paid vacation, sick and holiday time.

To apply please submit a cover letter and resume in MS Word with three references and their contact information no later than noon on Friday February 13, 2015 to Town Administrator Gary Lamb. Email submissions are strongly encouraged ([administrator@waterboro-me.gov](mailto:administrator@waterboro-me.gov)). Hard copy submissions will be accepted, send to 24 Townhouse Road, East Waterboro, ME 04030. For more information please call Christina Silberman or Gary Lamb at 207-247-6166.