

TOWN OF WATERBORO

JOB OPENING

DEPUTY TOWN CLERK/REGISTRAR

The Town of Waterboro is accepting applications for the 32 hour per week position of Deputy Town Clerk/Registrar of Voters. Waterboro's Deputy is effectively a full Town Clerk position since the charter names the Town Administrator as the Town Clerk mostly for administrative purposes. Work responsibilities include full preparation for and supervision of elections, preparation and maintenance of all Town/vital records and other official municipal documents, issuance of various licenses and permits, serves as Inland Fish and Wildlife Agent, etc. In addition to Clerk duties, provides assistance in the collection of taxes and vehicle registrations. Work is performed in accordance with the charter, ordinances and state law, and requires superior customer service skills and ability to work proactively with the public and our staff team. Must be proficient in the knowledge of Microsoft Office, TRIO, and MOSES and have the ability to learn new software applications. Some election experience and at least 2 years of deputy or assistant Town Clerk experience is required. A copy of the job description is available upon request. Our pay range is \$16 - \$20 per hour DOE and we offer up to \$9,000 towards health and dental insurance. Resume and cover letter with three professional references should be sent to: Town Clerk Search, Attn: Town Administrator, Town of Waterboro, 24 Townhouse Road, E. Waterboro, ME 04030. Email submissions with resume and cover letter as separate MS Word attachments are encouraged, but hard copy applications are also accepted.

Applications will be accepted until the position is filled. Interviews could begin as early as Sept 14th. The Town of Waterboro is an Equal Opportunity Employer. For more information, contact Town Administrator Gary Lamb at 247-6166 ext. 100 or via e-mail at administrator@waterboro-me.gov.