

Town of New Sharon

Office Position:

Deputy Town Clerk/Deputy Tax Collector Search

The Town of New Sharon is seeking to fill the position of Deputy Town Clerk/ Deputy Tax Collector. This position requires extensive public contact, the handling of money, a high level of professionalism, and the ability to handle sensitive issues with tactfulness. After training, the candidate would work a schedule of 15 hours per week with additional hours on an as-needed basis. The applicant must be able and willing to work flexible hours as needed and able to attend trainings. Some long days during Election cycles are to be expected.

Minimum requirements: Must be a High School Graduate, over the age of 18, have reliable transportation and able to be bondable (no criminal record). Use of basic math, office equipment, ability to use or to learn multiple computer programs, great organizational skills, and the need to easily multi-task all required.

Previous experience in Customer Service, with Microsoft office programs, TRIO software, and municipal government a plus. Possibility exists for advancement. Pay starts at \$16 hour and is based on experience. Three professional references required. Position is open until a suitable candidate is found. Send letter of interest and resume to:

Pamela Adams, Town Clerk
Town of New Sharon
PO Box 7
New Sharon, ME 04955
Or email: townclerk@newsharon.maine.gov