

Part-time Town Clerk

This is a 24 hour per week position.

Applicants should be detail-orientated, ability to interact with the public and other State agencies, and possess strong computer skills. Employee performs the legally required duties of the statutory offices of Treasurer, Tax Collector, Bureau of Motor Vehicle Agent, Hunting and Fishing License/Registration Agent, and Registrar of Voters.

This position involves responsible administrative and fiscal work, including the preparation and maintenance of various documents, town records, preparing reports, and agendas. This position is also responsible for issuing various state licenses and permits, collecting excise taxes and fees associated with vehicle registration, fishing, hunting and dog licenses; assists with elections and any other tasks or duties as assigned.

Work must be performed in accordance with applicable laws and following generally accepted accounting practices. Work is performed under the general supervision of the Town Manager.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

- Preferred minimum three (3) years prior municipal work experience.
- Knowledge and utilization of TRIO Software and DAVE records is a plus, but not required.
- Knowledge of tax process including tax lien requirements.
- Knowledge of municipal accounting and cash management practices.
- Knowledge and understanding of the State statutes relating to the duties and responsibilities of town treasurers and tax collectors.

- Ability to be certified for registrations/licensing by the Maine Departments of Motor Vehicles, Inland Fisheries (MOSES), Secretary of State (Vital Records and Voter Registrations) and to be appointed as a Notary Public.
- Ability to establish and maintain effective relationships with fellow workers and the public.
- This non-partisan position involves frequent in-person and telephone/email contact with the public, other town employees, elected and appointed town officials, and outside agencies, and requires a high degree of professional demeanor and confidentiality. All applicants must be bondable for faithful performance of duty and pass a criminal background check.

Wage determined by experience. Interested candidates with inquiries please email manager@parismaine.org