TOWN OF WISCASSET

Front Office Clerk/Tax Collector

The Town of Wiscasset (pop 3,732) is seeking candidates for a full-time Front Office Clerk/Tax Collector.

This union position is responsible for working in the front office, working directly with residents. The successful candidate will be team oriented, self-motivated and can multi task in a fast paced work environment.

This position will be offered to the candidate who demonstrates exceptional customer service skills, excellent written and oral communication skills, and demonstrated experience with Microsoft Office/Trio software. The successful candidate will be responsible for performing a variety of administrative support functions including maintaining all of the Town’s tax collection records. This position will also act as Deputy Town Clerk and Assistant motor vehicle agent. This position works under the direction of the Town Manager.

This 35 hour benefit position pays $ 15.77 per hour. Town of Wiscasset offers a benefit package including options for health, dental and or life insurance, retirement plan, paid vacation, sick time and holidays.

Submit applications/resumes, with a writing sample and three references no later than Thursday, January 29, 2015 by 4:00 PM.

Town of Wiscasset

FRONT OFFICE/TAX COLLECTOR

Attn: Marian L. Anderson, Town Manager

51 Bath Road

Wiscasset, ME 04578

townmanager@wiscasset.org