

## **TOWN OF WATERBORO**

### **JOB OPENING**

### **TOWN CLERK**

The Town of Waterboro is accepting applications for the full time position of Town Clerk. Work responsibilities include the preparation and maintenance of all Town records and other official municipal documents, supervision of elections within the Town, issuance of various licenses and permits, dog licenses, recording various documents and maintaining voter registrations. Supervises the recording of all vital statistics, such as births, deaths, and marriages.

Serves as Fish & Game Agent related to registering of ATV's, snowmobiles, boats and the issuing of hunting and fishing licenses. Along with the duties of Town Clerk, provides back-up assistance to the Motor Vehicle Agent and the Tax Collector in the collection of taxes and vehicle registrations.

Work involves extensive public contact and must have the ability to interact in a positive manner with the public and co-workers. Work is performed in accordance with the charter, ordinances and general law, and requires initiative, judgment, and ability to work effectively and independently with the public and other officials. Must be computer proficient in the knowledge of Microsoft Office and telephone protocol with the ability to learn new software applications.

A copy of the job description is available upon request. Resume and cover letter should be sent to:

Town Clerk Search  
Town of Waterboro  
24 Townhouse Road  
E. Waterboro, Me 04030

Applications will be accepted until 5:00 p.m. on October 29, 2010. The Town of Waterboro is an Equal Opportunity Employer. For more information, contact the Town Administrator's Office at 247-6166 ext. 223 or via e-mail at [administrator@waterboro-me.gov](mailto:administrator@waterboro-me.gov).

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