



**Town of Whitefield**  
**Office Clerk / Deputy Clerk**  
**Full Time – 32 hours per week**

**Nature of work:**

- Primary Duty is Customer Service Counter - Assisting in day-to-day duties.
- Responsibility of handling a range of customer transactions, most are processed using Trio Software
- Employee has considerable contact with the general public.

**Essential Duties and Responsibilities but limited to:**

- Waits on counter, answers questions, and gives out information requested on property or excise taxes or motor vehicle registrations.
- Processes, collects and records property tax payments and issuing receipts.
- Processes new motor vehicle registrations and re-registrations; facilitates transfer of plates or issues new plates and stickers and IF & W Snowmobile & ATV registrations.
- Answers routine telephone inquiries.
- Assists with voter registration and election duties.
- Performs related work, typing, clerical, and record keeping duties as required.
- Participates in the issuance of various licenses, including marriage, IF & W Hunting and Fishing, Dog, etc.
- Maintains a record of all transactions and balances at the end of the day.
- Performs other duties and assignments as directed.

**Requirements of Work:**

- Good customer service skills and computer skills and comfortable with Microsoft Office
- Knowledge of cash processing procedures designed to assure accurate handling of cash payments, daily cash reconciliation. Knowledge of modern office procedures, practices, and equipment.
- Knowledge of the Right to Know Laws, knowledge and understanding of State Statutes and regulations.
- Ability to establish and maintain effective working relationships with other Town officials, employees, and the general public.
- Ability to work under busy circumstances at times, to be able to multitask, to be flexible and to work with unexpected interruptions.

**Training and Experience:**

- High School Diploma, previous clerical work and/or municipal office experience are preferred but not required.

**Benefits:**

- Town provides a health package, retirement, EBT and holidays for the employee. Dental & Vision is available at employees' expense.

Work is performed under the general guidance of the Administrative Assistant but requires the ability to work independently following established procedures and routines.

Applications are available at the Town Office and on the website [www.townofwhitefield.com](http://www.townofwhitefield.com) : Contact Us - Employment

To apply send a cover letter, resume and application to: Administrative Assistant – Yolanda Violette  
Town of Whitefield  
36 Townhouse Road  
Whitefield Maine 04353

Or Email it to: [townwhitefieldadm@gmail.com](mailto:townwhitefieldadm@gmail.com)

Deadline for receiving Applications: Friday, April 14, 2023 or until position is filled