

DEPUTY TOWN CLERK
TOWN OF FORT FAIRFIELD

The Town of Fort Fairfield, Maine is accepting applications for Deputy Town Clerk. The Deputy assists the Town Clerk in the issuance of licenses and permits, recording documents and vital statistics, and maintenance of records. The individual in this position also serves as General Assistance Administrator and Registrar of Voters.

Applicants must be high school graduates, and should have experience in general office work, working with the public, proficiency in typing/word processing and the use of computers. The successful candidate must be able to work independently as well as with others, be self-motivated, have great communication and organizational skills, and a keen attention to detail.

This is a full-time position which offers a great benefits package that includes: Health Insurance, Retirement Plan, Paid Holidays and Vacation. Salary commensurate with experience

Application and resume should be sent to:
Town of Fort Fairfield, ATTN Personnel Director, 18
Community Center Drive, Fort Fairfield, Maine 04742.

Applications may be obtained from the Fort Fairfield Clerk's Office, 18 Community Center Drive or website (www.fortfairfield.org) and will be accepted until position is filled.

The Town of Fort Fairfield is an equal opportunity employer.