

TOWN OF JEFFERSON - TOWN CLERK

The ideal candidate will be responsible for overseeing elections, supervising the issuance of various licenses and registrations as well as having the ability to understand and apply state and local laws. The position requires excellent teamwork skills, communication skills, the ability to work with multiple software programs, the ability to multi task in a fast paced environment, have good cash handling skills and customer service.

This is a full-time position averaging 36 hours per week. Pay will be determined based on qualifications and experience.

Send cover letter, resume and three professional references to the Town of Jefferson at P.O. Box 77, Jefferson, Maine 04348 or deliver in person to the Town Office at 58 Washington Road, Jefferson, Maine.