Town of Lisbon

Town Clerk

The Town of Lisbon is searching for qualified applicants to fill the position of Town Clerk/Registrar of Voters. Duties include conducting elections, overseeing and preparing the Town Clerk and Election budget, administering the vital records program, business and dog licensing programs, central voter registration program, municipal records retention program, taking and transcribing Council meeting minutes, preparing Council packets, taking or overseeing the recording and transcription of other boards and committees meetings, posting legal notices, legal ads, notarizing documents, performing wedding ceremonies on site, and other tasks as assigned by the Town Manager. This position serves as the official Local Records Officer and manages all Freedom of Access requests. The successful applicant will have a good knowledge of computers, data entry skills, filing, and good communication, along with excellent customer service skills, which are essential for this busy, multi-tasking position.

Working hours for this position are from 8:15AM to 4:45 PM Monday through Friday.  This position includes some evening hours as required for taking meeting minutes.   
  
This is a full-time salary position, and The Town of Lisbon offers a generous benefits package;   
which includes paid holidays, sick and vacation leave, optional life, dental vision and income protection insurance, choice of retirement plans

Full job descriptions and applications can be found at <https://www.lisbonme.org/home/pages/jobs>.   
  
Please submit cover letter, resume and employment application by the deadline of **Friday January 21, 2021 at 4:00PM** to:

Lynna Izumi

Human Resources Director

Town of Lisbon

300 Lisbon Street

Lisbon, ME 04250  
or

email to [lizumi@lisbonme.org](mailto:lizumi@lisbonme.org).

*The Town of Lisbon is an equal opportunity employer.*