



TOWN OF LISBON FULL-TIME DEPUTY TOWN CLERK

The Town of Lisbon, Maine has an opening for a Deputy Town Clerk. Duties include: assist with coordination of Elections; issue licenses and permits, including but not limited to recreational, animal, liquor, and business; issue and record Vital Records and assist customers with inquiries; and coordinate Boards and Committees. In addition, serves as Notary Public, administers Oaths of Office, and performs marriages as needed. The Deputy Clerk will be required to attend some Town Council meetings to take minutes, as well as prepare agendas, publications, and packets using software and manual methods. Experience with cash handling is required. This position will be trained to perform all Clerk's duties to cover during absences, and a strong sense of confidentiality is required.

Skills include the ability to maintain records and prepare reports, proficiency in Microsoft Office, and an ability to use various types of software for day-to-day work. Accuracy of vault records is of utmost importance. The qualified candidate must be able to work efficiently in a fast-paced office environment, use all necessary office equipment, and provide excellent customer service. The successful candidate will be able to maintain good working relationships with staff in the department, the town offices, and residents.

This is a full-time hourly position and pay starts at \$21.23/hr, depending on education, training, and experience.

The Town of Lisbon offers an **excellent benefits package**; which includes paid holidays, sick and vacation leave, optional life, dental, vision, and income protection insurance, and a choice of retirement plans.

Accepting applications (Cover letter, and resume) until the position is filled.

The application and full job descriptions can be found at www.lisbonme.org

To Apply: Please submit a cover letter, resume, and employment application

Human Resources Director
Town of Lisbon
300 Lisbon Street
Lisbon, ME 04250
or
Email to HR@lisbonme.org

The Town of Lisbon is an Equal Opportunity Employer.