

## **Full-Time Assistant Clerk**

The Town of Lincoln is seeking qualified candidates for a full-time, 40 hour per week Assistant Clerk. This position will focus on working directly with residents and non-residents to complete necessary transactions at the front counter on a daily basis. These transactions include, but are not limited to; registering motor vehicles, issuing trash passes, issuing dog licenses, collecting tax payments, issuing hunting/fishing licenses, ATV/ boat/snowmobile registrations, answering phones, and issuing vital records. The suitable candidate will also be learning the election process in the State of Maine as well as how to administer voter registration.

Candidates who possess the following qualities or certifications will be given preference: Maine Certified Clerk, Maine Notary, cash handling experience, exceptional customer service skills, excellent written and oral communication skills, and proficiency in Microsoft Word and Excel.

Suitable Candidate must become a Maine Notary within six months of hire, if not already a Maine Notary.

The Town will be accepting cover letters and resumes until a suitable candidate is found.

Please submit your cover letter and resume to:

Town of Lincoln  
Full-Time Assistant Clerk Position  
Attn: Ann Morrison, Town Clerk  
29 Main Street  
Lincoln, ME 04457

The Town of Lincoln is an Equal Opportunity Employer.