

Deputy Town Clerk

The Town of Southwest is seeking a fulltime Deputy Town Clerk to prepare and maintain official documents, assist with elections, issue licenses and permits, record documents, prepare reports, collect, and record Town funds, and maintain the Town website, as well as other skilled administrative, financial, and clerical responsibilities. The ideal candidate will have considerable skill with computers and other technology; demonstrated administrative capacities; effective communication and people skills; proficiency with word processing and other computer programs; excellent record keeping ability; a community service philosophy and a team player attitude. Desirable minimum qualifications include graduation from high school, two years of work experience in an office environment, and considerable experience working with and accounting for cash; or any equivalent combination of experience and training. The salary range is \$20.00 to \$21.00 per hour depending on experience and training. Excellent benefit package included. Submit a cover letter and resume to Marilyn J Lowell, Southwest Harbor Town Manager by email at manager@southwestharbor.org. Applications will be accepted until the position is filled.

~ The Town of Southwest Harbor is an Equal Opportunity Employer ~