



Town of Harrison Full-time Deputy Clerk

The Town of Harrison is accepting applications to fill a full-time (40 hrs./wk.) Deputy Clerk position.

This is a clerical position providing support for all activities and responsibilities of the Clerk's Office. Work is performed in accordance with local, State, and Federal laws under the supervision of the Town Clerk.

The successful candidate will be customer service oriented, have an ability to adapt to changing circumstances and be able to multi-task in an often fast-paced office.

Duties includes day-to-day customer service at the counter and over the telephone, election support, issuing vehicle and recreational registrations, hunting, fishing, dog, and business licenses, and issuing vital records. Maintaining and filing of town records. Must have experience with modern office equipment including computers, copiers, adding machines, and general office operations. An ability to organize, file, and record keep along with proficiency in Microsoft Word and Excel. Municipal experience and knowledge of TRIO is preferred. Must be or become a Notary Public. Must pass a full criminal and motor vehicle background check.

Pay is commensurate with experience. Applications are available online or may be picked up at the Town Office during normal business hours. Completed applications and resumes may be dropped off at the town office, mailed to the Town of Harrison, Attn: Kristen MacDonald, P.O. Box 300, Harrison, ME 04040 or emailed to kmacdonald@harrisonmaine.org. Applications close on August 30, 2024.

The Town of Harrison is an Equal Opportunity Employer