

JOB OPPORTUNITY!



The Town of Sidney is seeking applications from qualified candidates for a full time Deputy Clerk. This employee's primary duty is assisting walk-in customers, processing tax payments; as well as motor vehicle registrations and IFW transactions.

The ideal candidate will be able to work well in a fast-paced environment, and have strong administrative, accounting and communication skills. This person must excel in customer service and have a desire to be part of a great team. Prior municipal experience is not required, but preferred.

Starting pay is dependent on experience. The Town of Sidney has excellent benefits, including health insurance and an employee HRA. Send completed application, resume, and cover letter to:

Administrative Assistant
2986 Middle Road
Sidney ME 04330
or via email to townoffice@sidneymaine.org.

For complete job description, please visit, sidneymaine.org.

The Town of Sidney is an equal opportunity employer.

Deputy Town Clerk

Nature of Work:

This is varied clerical and secretarial work in assisting the Town Clerk in the collection and record-keeping of various taxes, fees and licenses.

Employee of this class assists in the issuance of various licenses and permits, recording various documents and vital statistics, and the maintenance of a variety of records. Work may also involve some secretarial work for the Town Manager. Work is normally carried out with independence subject only to general instructions and standard operating procedures. Employee has considerable contact with the general public.

Essential Duties and Responsibilities:

Examples of Work (Illustrative Only):

Participates in the billing, receipt and recording of payment of property or excise taxes.

Waits on counter, answers questions, and gives out information requested on property or excise taxes or motor vehicle registration.

Serves as registration agent for the State of Maine and handles new vehicle registrations and re-registrations; facilitates transfer of plates or issues new plates and stickers.

Issues various licenses such as marriage, hunting, fishing, and dog licenses, and maintains related records.

May be assigned a special area of responsibility for report preparation and record-keeping.

Performs related typing, clerical, and record keeping duties.

May assist in the preparation of recording of tax liens, and maintenance of list of uncollected taxes and liens.

Answers routine telephone inquires and assists at counter with other transactions.

Assists in voter registration and vote tabulation on election day.

Performs related work as required.

Requirements of Work:

Knowledge of business English, spelling, and commercial arithmetic.

Knowledge of modern office procedures, practices and equipment.

Knowledge and understanding of the State statutes relating to the duties and responsibilities of town and city clerks.

Ability to establish and maintain effective working relationships with Town officials, employees and general public.

Proficiency in the use of the typewriter, computer, and office equipment.

Training and Experience Required:

High School graduation and experience in work involving the maintenance and preparation of records

supplemented by courses in business education or office procedures; or any equivalent combination of experience and training.