

Town Clerk - Town of Greenville

The Town of Greenville is seeking a detailed, focused, flexible, dedicated, organized and customer-orientated Town Clerk to join our Town Office team. The Town of Greenville is a small community in the Moosehead Lake Region, and hosts a year-round population of 1,700 +/-, which nearly doubles with summer residents. We are the hub of Moosehead Lake, servicing the unorganized territories around the lake.

This will start as a part-time position; working with our current Clerk until her retirement at the end of the calendar year, the position will transition to a full-time position with scheduled 40 hours per week. Additional hours may be required during Elections, Select Board Meetings, etc. The position serves mainly as Town Clerk and Registrar of Voters with the bulk of the day-to-day tasks spent assisting residents and others on the phone and in person.

The candidate should have the ability to communicate effectively, handle multiple tasks, maintain a high standard for customer service, and perform all work in accordance with applicable laws, ordinances, and Town policies. Applicant must possess knowledge of basic computer skills and proficiency or able to learn TRIO accounting software a plus. Preference will be given to applicants with municipal experience, but we are happy to train the right candidate.

The Town Clerk position is a salary position and a benefits package (once full-time status is acquired), which includes health insurance, dental, vision and the option to participate 457 retirement plan. The candidate will receive two weeks of vacation after the first year of employment and earn 8 hours/mo. of sick time the first year, with vacation time added for longevity.

Please submit an application and resume to the Town Manager; Michael Roy, via email to townmanager@greenvilleme.com or mailed to Town of Greenville; Attn: Michael Roy. P.O. Box 1109, Greenville, Me. 04441

The full job description may be found by visiting greenvilleme.com

Applications and resumes will be accepted until July 31, 2022.

The Town of Greenville is an equal opportunity employer.