

**TOWN OF NEWFIELD
IS NOW ACCEPTING APPLICATIONS FOR
DEPUTY TOWN CLERK/TAX COLLECTOR**

This position requires varied clerical duties in assisting the Town Clerk in the collection and record keeping of various taxes, fees and licenses, along with voter registrations and elections. This position is part time and requires working one evening a week and one morning on the first Saturday of the month.

Candidate Requirements

High School graduate or equivalent

Basic math and all aspects of cash handling

Knowledge and proficiency of modern office procedures, practices, and equipment

Knowledge and proficiency with MS Office

Organized and able to work independently

Ability to travel for training

Knowledge of TRIO Software is a plus, but not essential

Please send resume to:

Town of Newfield

637 Water Street

West Newfield, ME 04095

Attn: Justine Perkins, Town Clerk

Resumes will be accepted until Thursday, March 7, 2019 at 4:45 pm.