



THE TOWN OF NEWFIELD IS NOW ACCEPTING RESUMES FOR THE FOLLOWING POSITIONS:

TOWN CLERK/ DEPUTY TAX COLLECTOR/REGISTRAR

The Town Clerk/Deputy Tax Collector/Registrar position is responsible for providing a variety of routine clerical and administrative work with the record keeping and administration of voters and voting. The position would also be responsible for assisting the Tax Collector in the day-to-day transactions of Motor Vehicles, Inland Fisheries, Vital Records, Dog Registrations, Tax Payments and more. The ideal candidate will have strong computer, math, and customer service skills. Additionally, the candidate must possess an attention to detail, organizational skills, cash handling experience, ability to maintain records, work accurately and independently, and the ability to multi-task in a fast-paced work environment. Proficiency in Microsoft Office software, an adding machine and modern office equipment is required. Experience in TRIO software, knowledge of election procedures, prior Municipal experience and a Notary Public certification is a benefit but not required.

The position will be 20 hours per week except 1 week monthly will be 23 hours. Hours will be Tuesday and Thursday 9:00am - 4:45pm, Wednesday 12:00 (noon) – 7:00 pm, and the first Saturday of the month 9:00am – 11:45pm.

DEPUTY TREASURER

The Deputy Treasurer position is responsible for providing a variety of routine clerical and administrative work assisting the Town Administrator. The position would be responsible for payroll, accounts payable, budgetary, assessing updates, website maintenance/updates, foreclosures, property transfers, annual audit, and more. The ideal candidate will have strong computer, math, and customer service skills, experience in payroll, real estate, and accounting. Additionally, the candidate must possess an attention to detail, organizational skills, cash handling experience, ability to maintain records, work accurately and independently, and the ability to multi-task in a fast-paced work environment. Proficiency in Microsoft Office software, an adding machine and modern office equipment is required. Experience in TRIO software, accounting, prior Municipal experience, and a Notary Public certification is a benefit but not required.

The position will be for 20 hours per week. Hours will be Tuesday and Thursday 9:00am - 4:45pm, Wednesday 12:00 (noon) – 7:00 pm.

An ideal candidate could accept both positions for a total of 32-36 hours weekly, hours would be Monday thru Friday and the first Saturday of the month- schedule to be determined. Benefits are offered for 32 or more hours weekly. Pay will commensurate with experience.

Please send cover letter, resume and application to:
Town of Newfield
637 Water Street
West Newfield, ME 04095
Attn: Nichole Hubbard, Town Administrator

Resumes will be accepted until the position is filled.