

**Assistant Tax Collector/Secretary to Town
Manager/Assistant to Town Clerk**

Town of Boothbay Harbor



The Town Office of Boothbay Harbor is seeking qualified applicants for the full-time position of Assistant Tax Collector/Secretary to Town Manager/Assistant to Town Clerk. This position will require operating under general supervision from the Town Manager. Essential job functions will include collecting various revenues, making bank deposits, posting notices of upcoming meetings, performing various secretarial duties, assisting the Town Clerk, and performing other related duties as required. This position also provides front counter support which requires the ability to communicate clearly, diplomatically, efficiently and in a pleasant manner with both internal and external customers.

Requirements: High School Diploma/Equivalent. Prior office skills experience necessary. Training will require attending workshops as necessary to become completely proficient in the job as well as extensive on the job training.

Application deadline: until a suitable candidate is found. Applications are available on the town's website at www.boothbayharbor.org or at the town office. All interested applicants must submit an application to:

Thomas Browne, Finance Officer
11 Howard Street, Boothbay Harbor, ME 04538
Office Phone: 207-633-8355
tbrowne@boothbayharbor.org

Boothbay Harbor is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, sex, national origin, age, disability, or any other legally protected status