

Town of Greene

Deputy Clerk/Deputy Tax Collector

The Town of Greene is currently accepting applications for a full-time Deputy Clerk/Deputy Tax Collector. This is a 40 hour a week position needed for motor vehicle registrations, hunting & fishing licenses, boat, snowmobile, ATV registrations and collecting all town funds, as well as issuing marriage, birth and death certificates. Must take minutes for the Selectmen's meetings every other Monday. Office hours are Monday 8:30 to 7:00pm, Tuesday through Friday 8:30am to 4:00pm.

Must be able to multi task in a fast pace environment. Experience with Trio software. Municipal experience preferred but will train.

Benefits include employee health and dental insurance, retirement benefits, vacation, personal time and holidays.

Please send cover letter and resume by email to: dbeaulieu@townofgreene.net or mail to:

Town of Greene
220 Main Street
Greene, ME 04236