

TOWN OF ACTON JOB OPPORTUNITY

ASSISTANT TO THE TOWN CLERK / TAX COLLECTOR / REGISTRAR OF VOTERS

The Town of Acton is currently accepting resumes for an assistant to the Town Clerk/Tax Collector/Registrar of Voters. The ideal candidate will have excellent computer, math and people skills. In addition, the candidate will be flexible and work well under pressure in a fast paced work environment with the ability to multi-task. Proficient knowledge in Microsoft Word, Excel and Access is a must; all considered candidates will be required to complete a prescreening exam in these programs. This position will be 14 -20 hours per week, with a starting pay rate of \$12.00 per hour. There are no benefits associated with this position. Interested candidates should send a cover letter of intent and resume to Town of Acton, PO Box 510, Acton Maine 04001 or email townclerk@actonmaine.org. Resumes will be accepted until Wednesday, February 24th or until the ideal candidate is found. The Town of Acton is an equal opportunity employer.