

## **Town of Acton Job Opportunity - Deputy Clerk**

The Town of Acton is currently accepting resumes for a Deputy Town Clerk/Tax Collector/Registrar of Voters.

This position will be responsible for the day-to-day transactions of Motor Vehicles, Inland Fisheries, Vital Records, Tax Payments and more. The ideal candidate will have strong computer, math, and customer service skills. Additionally, the chosen candidate will have the ability to multi-task in a fast-paced work environment.

The Town of Acton will be evaluating its administrative staffing responsibilities over the next several months, leading to a potential reorganization and staff changes. Consequently, the successful candidate may be in a position to be eligible to be considered for growth in responsibility and advancement.

The position will be 36 hours per week, Tuesday – Friday. Compensation will be dependent upon experience and qualifications.

The Town of Acton offers a variety of benefits, which can be found in their personal policy, found on their website at [www.actonmaine.org](http://www.actonmaine.org).

Resumes, with a cover letter, and 3 references should be delivered to the Town Administrator, either in person or by email at [jroux@actonmaine.org](mailto:jroux@actonmaine.org). The Town of Acton is an EOE and reserves the right to reject any and all resumes. Position shall remain open until a suitable candidate is selected.