

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 position will be 36 hours per week, Tuesday - Friday; compensation will begin at \$22-\$24 per hour depending on experience.

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.

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.

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.