

Part time position Deputy Clerk,

The Town of Litchfield is seeking qualified applicants for the position of Deputy to the Clerk/Treasurer/Tax Collector. This is a part-time position and involves many responsibilities. The optimal candidate will possess customer service skills, prior office experience – municipal experience a plus, and be familiar with Microsoft office software (excel, word, etc.). Applicants must have a minimum of a high school diploma or GED.

This is a 25 hour per week position with additional time as needed. Pay will depend on experience and qualifications. As this is a part-time position, there are no insurance benefits included. A full job description is available at the Town office (2400 Hallowell Road) or via email (t.lamoreau@litchfieldmaine.org). Please submit your cover letter and resume by mail to: Trudy Lamoreau, Town of Litchfield, 2400 Hallowell Road, Litchfield, ME 04350; by email to t.lamoreau@litchfieldmaine.org; or by hand to the Litchfield Town Office.

Applications will be accepted until the position is filled.