

Town of Parsonsfield

Is looking to fill the position of

Deputy Clerk

This is a 32 hour per week hourly position

Issuing motor vehicle registrations, hunting and fishing licenses, ATV, boat and snowmobile registrations and numerous other activities.

Excellent customer service skills, computer literacy and knowledge of Microsoft Word and Excel required.

Knowledge of Quickbooks and TRIO municipal software a plus.

Benefits include vacation and holiday pay, sick leave,

Half of employee's medical insurance paid by Town.

Please send resumes to:

Town of Parsonsfield

David Bower

634 North Road

Parsonsfield, ME 04047

Or email to info@parsonsfield.org

If you don't have a resume, fill out employment application

Available on our website (www.parsonsfield.org)

Some evening or Saturday hours may be required

Equal Opportunity Employer