

TOWN OF THOMASTON

TEMPORARY OFFICE ASSISTANT

The Town of Thomaston, Maine (2,767 pop.) is seeking applications to hire a full-time Temporary Office Assistant. Responsibilities includes answering the telephone, assisting customers at the front counter with various transactions (i.e. processing vehicle registrations; collecting sewer and tax payments; completing ATV, snowmobile, and boat registrations; administering dog, hunting and fishing licenses.) Performs typing, clerical, record keeping, filing duties, and other related work as required.

The Town of Thomaston primarily uses Northern Data Systems (NDS) Software and Microsoft programs. The successful candidate will be a highly motivated professional who enjoys working with the public and who has excellent writing, presentation, and communication skills. The ideal candidate will have municipal experience; however, candidates with comparable experience and skill sets are encouraged to apply.

Applications can be picked up at the Town Office at 170 Main Street, online at www.thomastonmaine.us, email Donna Culbertson at pcbkr@midcoast.com or call 354-6107 to request a copy.

Only a completed application, cover letter and resume will be accepted. Submit no later than 5pm, Thursday, October 10, 2019.

EOE

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