

City of Belfast, Maine

Employment Opportunity Deputy Tax Collector/Deputy Clerk

The City of Belfast is looking for a full-time Deputy Tax Collector/Deputy Clerk. The position reports directly to the City Clerk. A candidate for this position should have graduated from high school or have a (GED), training in office practices, record keeping, exceptional organizational, and customer service skills. Municipal experience and Notary Public preferred. Applicants must be U.S. Citizens, residents of the State and have the ability to be bonded. The job description may be found on line at the City's website at www.cityofbelfast.org.

No calls or drop in visits. All applications must be submitted before 5:00 p.m. on August 22, 2019 to the City Clerk's office. All applications should include a letter of introduction, a completed Belfast Employment Application form (found on web site under job openings) and a resume. E-mailed submissions will be considered. Applications should be in a sealed envelope and addressed to:

City of Belfast
Attn: City Clerk's Office
131 Church Street, Belfast, Maine 04915
or cityclerk@cityofbelfast.org

The City of Belfast is an equal opportunity employer