

# **TOWN CLERK/TAX COLLECTOR TOWN OF HOPE**

The Town of Hope is seeking a qualified individual for the position of Town Clerk/Tax Collector. The right individual must have excellent customer service skills, attention to detail, great organizational skills, competent computer skills, be able to multi-task and work well under pressure and meet deadlines. Prior municipal experience and knowledge of TRIO is preferred but not required. This is a part-time position (28/hrs. per week). Benefits include 80/20 health insurance, vacation, and PTO or paid sick time. A complete job description can be found on the town website: [www.hopemaine.org](http://www.hopemaine.org). Mail cover letter, resume, any certifications and 3 references to: Samantha Mank, Town Administrator, 441 Camden Rd., Hope, ME 04847 or email to: [admin@hopemaine.org](mailto:admin@hopemaine.org) or fax to: (207) 763-4195. Resumes will be accepted until the position is filled.