

Job Posting – Town Clerk Town of North Haven

The Town of North Haven, Maine, is accepting applications for a Town Clerk. If interested, please send your resume to:

Rick Lattimer, Town Administrator
PO Box 400
North Haven, Maine 04853
administrator@northhavenmaine.org.

Duties: The Town Clerk is responsible for a wide range of duties including scheduling and recording the minutes of Town meetings, registering vehicles and boats, issuing dog licenses, maintaining vital records (births, marriage, death), maintaining Town records, registering voters and maintaining official voting and election records, maintaining the E911 list, ordering and maintaining office supplies, and other related tasks and assignments. The Town Clerk greets people when they enter the Town Office and either helps customers directly or ensures they are connected with the appropriate member of the office staff.

Required Skills & Characteristics: Demonstrated customer service skills, organizational skills, computer skills, attention to detail, initiative, facility with financial accounts, cooperation and ability to get along well with and assist other members of the office and customers - occasionally in a fast-paced or tense situation, ability to learn and put newly acquired knowledge into action, and an ability to keep track of multiple tasks and follow them through to completion. Experience in a similar office setting is preferred.

Training: The Town will pay for training and for time spent shadowing the outgoing clerk. Some of the training is available online and some is done on the mainland in person. The Town will pay for travel, meals, and lodging while away from home on training.

Nature of Position, Schedule, Work Hours: The Town Office's core hours are from 8:00 am to 4:30 pm Monday through Thursday and 8:00 am to 1:00 pm on Fridays. In addition to regular weekly hours, the Clerk is expected to work occasionally on weekends or late into the evening during Town meetings or elections. Depending on the applicant, this position can be structured as part-time or full-time, and the Town will negotiate a work schedule with the successful candidate.

Pay and Benefits: The position pays \$20.30 per hour. Benefits include accrued vacation and sick leave, a voluntary retirement plan (similar to a 401(k)), health, and dental insurance.

Application Due Date: Please submit your application by Friday, May 20, 2022.

Start Date: The current Clerk will work through Friday, July 1, 2022. The Town prefers to have the new Clerk in place by Monday, June 13, 2022, to allow time to shadow and begin training.

Questions: Contact Rick Lattimer, 867.4433.