

TOWN OF RUMFORD

PARK-TIME:

TAX OFFICE CLERK

Rumford, Maine

The Town of Rumford is seeking applicants to fill an anticipated opening at the end of June 2024 for a Tax Office Clerk. The position would be part time, 25 hours per week. There are numerous duties, and this list is not all inclusive. Confidentiality, accuracy, organizational and communication skills, ability to effectively deal with the public, and attention to detail are essential. This work involves telephone reception, motor vehicle registrations, utility bill collections, boat registrations and excise tax collections, snowmobile and ATV fees, collection of sewer, tax and lien payments and miscellaneous transaction processing. Must show skill at bookkeeping, records maintenance, and report preparation. Knowledge of computers and office equipment, data entry skills, filing, are required for this multi-tasking front office position. Work is performed in accordance with the Town Charter, ordinances, and general law, and requires initiative, judgment, and ability to work effectively and independently with the public and other officials. Candidates should possess excellent organizational, computer, and communications skills. The successful candidate will work cooperatively in a team setting to help meet and exceed customer expectations.

The starting rate of pay is \$18.00 per hour. Part time benefits include paid holidays, sick time, and vacation time.

To apply please submit an employment application, cover letter, resume and references to:

Thomas Bourret, Town of Rumford

145 Congress Street, Rumford, ME 04276

or by email: tbouret@rumfordme.org

Applications are available on the Town Website:

www.rumfordme.org

This position will remain open until filled.



Rumford is an Equal Opportunity Employer