



Job Title	Deputy Clerk
Department	General Government
Location/Type	Office, Mon - Fri
Supervisor	Nicholas Nadeau, Town Administrator
Pay Range	\$24 +/- per hour, full-time with benefits

JOB SUMMARY

The Deputy Clerk is a full-time position with the Town of Blue Hill and is responsible for serving the public in a variety of clerical services. This position requires maintaining office hours and will maintain a positive working relationship with town staff and the general public. Work is performed under the supervision of the Town Administrator.

DUTIES AND RESPONSIBILITIES

- Assisting the public with marriage, birth, and death certificates.
- Assisting the public with Bureau of Motor Vehicles (BMV) registrations, including motor vehicles, boats, trailers, and all other related registrations.
- Responsible for cash receipting and cash flow, including checks, money orders, cash, and credit card payments.
- Assisting with daily, weekly, and monthly reporting of sales to include registrations, licensing, and State of Maine sales tax collection.
- Responsible for being the Registrar of Voters for the town.
- Fills in for the Town Clerk and/or Treasurer when needed.
- Performs related work as required.

QUALIFICATIONS

- Knowledge of advanced computer functions including bookkeeping software (Trio, QuickBooks, etc.) email, adobe, and Microsoft applications and OneDrive (cloud-based organization).
- Associates degree in a related field or comparable experience and knowledge.
- Knowledge of basic municipal structure and practices.
- The ability to interact with the public in a friendly and helpful manner.
- The ability to analyze and interpret complex situations.
- The ability to maintain records and prepare reports as well as communicate effectively.

TO APPLY

Please submit a cover letter and resume to nnadeau@bluehillme.gov or mail to the Blue Hill Town Hall ATTN: Nicholas Nadeau, 18 Union St. Blue Hill, Maine 04614. Application reviews will start immediately.