

The Town of Hiram is seeking a qualified candidate to fill the position of Deputy Town Clerk, Deputy Tax Collector and Deputy Treasurer, including bookkeeping and payroll. As well as working with the assessor, code enforcement officer and planning board. This is a full-time position, with some evening hours required. This position requires excellent customer service and organizational skills with the ability to multitask.

Duties include but are not limited to payroll, accounts payable, motor vehicle registrations, issuing various licenses and records, tax collection, attending Municipal Officers meeting twice a month on Thursday evenings and other town meetings as required. Working with the assessor, code enforcement officer and planning board updating and maintaining property records and various tax credit programs.

The candidate must possess or be willing to obtain their Notary Public license in the State of Maine and be able to attend necessary training from various agencies.

Please submit a letter of interest and resume to mstacey@townofhiram.org or by mail Marylou Stacey, Town of Hiram 16 Nasons Way, Hiram ME 04041. The town offers a competitive salary and benefits package including health insurance and vacation. The position will remain open until filled.

Hiram is an Equal Opportunity Employer