

## **TOWN OF FARMINGTON**

### **Counter/Assessing Clerk**

The Town of Farmington is looking to fill an immediate vacancy for the position of full-time Counter/Assessing Clerk.

The successful candidate will have demonstrated experience working in a fast-paced environment with the public in a courteous and effective manner. The ability to work collaboratively with staff and town officials and maintain a professional demeanor while juggling multiple projects is a must. The Counter/Assessing Clerk must have excellent verbal and written communication skills and possess a community-based mindset.

#### **Duties and Tasks:**

- Updating all Assessing files including real estate accounts and personal property accounts
- Updating exemption files and special exemption applications (Homestead, veteran, stabilization)
- Process motor vehicle, boat, and ATV registrations
- Assist in the collection of real estate taxes and sewer bills
- Process hunting, fishing, and dog licenses
- Fulfill Vital Records requests
- Assist with absentee ballots and voter registration
- Other duties as assigned

Prior municipal experience, accounting/bookkeeping experience, proficiency with Microsoft Office and knowledge of TRIO software is a plus, but we will train.

The Town of Farmington offers competitive pay and benefits.

Applications may be found on the Town's website at <https://www.farmington-maine.org> or obtained at the Farmington Municipal Building, 153 Farmington Falls Road, Farmington, Maine 04938. Email your completed application, cover letter and resume to the [TownManager@Farmington-Maine.org](mailto:TownManager@Farmington-Maine.org). Applications will be accepted until the right candidate is found. If you have any questions, please call Leah Giusti, Executive Assistant at (207) 778-6538.

Town of Farmington is an Equal Opportunity Employer.