

TOWN OF RAYMOND, MAINE
Town Clerk

The Town of Raymond seeks a positive and professional individual to be the Town Clerk and Registrar. The successful candidate will be responsible to prepare and oversee all election and Town Meeting activities and reporting, attend and take minutes for various evening meetings, be data steward for the Town records in accordance with state, federal and local laws, compile the Annual Town Report, and supervise the front office and election staff. Duties also include being the IF&W Agent, processing Vital Records requests, licensing dogs, overseeing business and liquor licensing, and selling cemetery plots.

The ideal candidate will be accurate, detail-oriented and have excellent customer service skills. Must have experience working with the public. Position requires strong oral and written communication skills, organizational ability, capability to work in a fast-paced and diverse environment, ability to handle multiple priorities, maintain confidentiality, is highly computer proficient, and possess experience with EDRS, CVR, MOSES, and digital voting machines. Experience with TRIO software and website content management systems is a plus. Must have MTCCA certificate or ability to obtain within a reasonable amount of time.

This full-time position offers a competitive salary and a comprehensive employee benefit package.

Employment application and job description are available at the Raymond Town Office, 401 Webbs Mills Road, Raymond, Maine 04071, 207-655-4742 x123 and on the Raymond website at www.raymondmaine.org. Completed applications, cover letter, and resume should be sent to:

Town of Raymond
Attn: Town Clerk Position
401 Webbs Mills Road
Raymond, Maine 04071

Or electronically to town.manager@raymondmaine.org.

Position open until filled.

The Town of Raymond is an equal opportunity employer.