

Town of Chesterville, Maine

Job Posting: Town Clerk & Tax Collector

The Town of Chesterville, Maine is seeking a motivated, organized, and community-minded individual to serve as Town Clerk and Tax Collector. This position plays a vital role in the daily operations of our small rural town government and serves as one of the primary points of contact for residents. This is a three-day, 33–34-hour position.

Chesterville is a close-knit community where municipal staff work collaboratively to serve the public with professionalism, accuracy, and courtesy.

Position Summary

The Town Clerk and Tax Collector is responsible for maintaining official town records, administering elections, issuing licenses and registrations, and collecting property taxes. The position requires strong organizational skills, attention to detail, and the ability to work directly with the public in a friendly and helpful manner.

Key Responsibilities

Town Clerk Duties

- Maintain official municipal records and meeting documentation
- Administer local, state, and federal elections in accordance with Maine law
- Issue licenses and registrations including:
 - Motor vehicle registrations and renewals
 - Hunting and fishing licenses
 - Dog licenses
 - Marriage licenses
 - Boat registrations
- Record and maintain vital statistics such as births, deaths, and marriages
- Prepare reports required by the State of Maine
- Provide administrative support to the Board of Selectmen and other municipal functions as needed

Tax Collector Duties

- Collect and process property tax payments and other municipal revenues
- Maintain accurate tax collection records and deposits
- Work with the Treasurer and municipal officials to reconcile tax accounts
- Issue tax receipts and provide assistance to residents regarding tax payments
- Process tax lien notices and related documentation in accordance with Maine law

Qualifications

- Strong organizational and record-keeping skills
- Ability to work accurately with financial records and confidential documents
- Comfortable working with the public and providing excellent customer service
- Basic computer proficiency and ability to learn municipal software systems
- Ability to interpret and apply Maine municipal laws and procedures
- Previous municipal experience is preferred but not required; training and certification opportunities will be provided.

.

Compensation

Compensation will be **commensurate with experience**, along with paid holidays, accrued vacation, Simple IRA with 3% match, and health insurance paid by the town.

How to Apply

Interested candidates should submit a **resume and letter of interest** to:

Town of Chesterville
Selectboard
409 Dutch Gap Road
Chesterville, ME 04938

Townofchestervillemaine@gmail.com

Applications will be accepted until the position is filled.

The **Town of Chesterville is an Equal Opportunity Employer.**