

TOWN OF BETHEL
TOWN OFFICE
FULL-TIME DEPUTY CLERK

The Town of Bethel is accepting applications for a full-time Deputy Clerk. This is a responsible position with duties to include all aspects of a municipal office, including but not limited to issuance of certified copies of vital records, registrations, dog licensing, and collection of property taxes, and election duties as under the direct supervision of the Town Clerk. This position requires daily contact with the public and working with various other Town departments as required. A full job description is available at the Town Office. Prior municipal experience a plus, and any equivalent combination of education and experience to accomplish duties of the position is preferred, but will train the right candidate. The Town of Bethel offers a highly competitive benefit package.

This is a Full-Time Position with a Salary range of \$37,440 – \$43,680 a year.

Application and resume can be sent to the Town of Bethel, c/o Town Manager, PO Box 1660 Bethel Maine 04217; 19 Main Street, Bethel; tm@bethelmaine.org