

Vacant Positions

TOWN CLERK

The Town of Lincoln, (pop. 5,700) is seeking candidates for a full-time Town Clerk. This position is responsible for working directly with residents, registering vehicles, acting as the secretary to the council, supervisor of all elections, vital records, registrar of voters, agent to the Inland Fisheries & Wildlife Program, dog licensing and custodian of all town records.

Candidates who possess the following qualities will be given preference: exceptional customer service skills, excellent written and oral communication skills, shorthand, extensive experience with windows based word processing, and an associate's degree in business administration or equivalent related work experience.

Salary negotiable, based on experience and training. Resume, cover letter and salary history must be received by Thursday, October 20, 2016 at 5:00 p.m. Correspondence may be submitted by email: town.manager@lincolnmaine.org; by fax (207) 794-2606; or by U.S. mail to:

**Personnel Services
Margaret N. Daigle
63 Main Street
Lincoln, ME 04357-1496**

Lincoln is an Equal Opportunity Employer

The Town reserves the right to reject any and all applications and to select the most capable applicant.