



## **Front Counter Support/Asst. Tax Collector**

### **Town of Boothbay Harbor**

The Town of Boothbay Harbor is seeking applicants for the position of Front Counter Support/Assistant Tax Collector. Qualified applicants will possess a high school diploma or equivalent, have the ability to communicate clearly, diplomatically, efficiently and in a pleasant matter. Duties include answering incoming calls and directing calls to the appropriate department, researching the property and personal tax information as requested, processing automobile registrations, working at the front counter. In-house training will be provided. This per-diem/part time position requires flexible availability and dependability. Compensation will be discussed with finalists.

Application deadline: until a suitable candidate is found. Applications are available through the town office or on the town website at [www.boothbayharbor.org](http://www.boothbayharbor.org). All interested applicants must submit an application to:

Kathleen Pearce, Finance Officer  
11 Howard Street, Boothbay Harbor, ME 04538  
kpearce@boothbayharbor.org

Equal Opportunity Employer