



Position Available

Per-Diem/Part-Time Front Counter Support/Assistant Tax Collector

The Town of Boothbay Harbor is seeking qualified applicants for the position of Front Counter Support, Assistant Tax Collector.

This per-diem/part-time position requires flexible availability, 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, and performing other duties as required. In-house training will be provided. The ability to communicate clearly, diplomatically, efficiently, and in a pleasant manner is a must.

Requirements: High School Diploma/Equivalent. Prior office skills experience is necessary. Compensation will be discussed with finalists.

Application forms are available through the town office or on the town website at www.boothbayharbor.org. Please forward your resume along with a cover letter and a completed application to Julia E. Latter, Town Manager, 11 Howard St., Boothbay Harbor Maine 04538, or to jlatter@boothbayharbor.org. The deadline for application is 4:00 p.m. on Tuesday, April 12, 2022. The Town of Boothbay Harbor is an Equal Opportunity Employer (EOE).