



## TOWN OF KENNEBUNKPORT, MAINE

### Assistant Town Clerk / Assistant Tax Collector

Town Clerk/Tax Collector's Office

Are you embracing challenges like a superhero? Do you smile a lot at strangers because you like people? Are you a little bit of an arrangement fanatic and a nerd? If so, it's time to polish your resume because this exciting opportunity is for you! We are chasing down an individual who has a positive attitude, is comfortable juggling technology and change, can think outside of the box, and has a passion for public service. The unofficial job title is "Office Superstar" because the people of Kennebunkport deserve nothing less!

Under the direction of the Town Clerk (who is amazing and knowledgeable by the way), this position performs administrative and customer service work. Your main mission will be to make sure that office operations run smoothly, residents receive top-notch customer service, and dogs are called 'good puppies' while eating the treat you give them. We strive to be the best for our community. While this is not the full list of your responsibilities, you will be challenged to grow and take responsibility for many things.

We offer \$23.70 - \$25.20 per hour with many wonderful benefits. Our aim is to create a workplace where you can learn, grow, and continuously refine your skills. We believe in supporting our workforce's health and well-being with a valuable total compensation package, including:

- **Work-Life Balance** – Rest is essential. Take time for yourself using 13.5 paid holidays, 12 days of sick leave, and 2 weeks of vacation leave annually.
- **Health Insurance Coverage**– Kennebunkport pays **85%** of health insurance premium.
- **Retirement Plan**– Kennebunkport contributes to the Maine Public Employees Retirement System (MainePERS), and/or ICMA 457 program on behalf of the employee.
- **Health and Dependent Care Flexible Spending Accounts**– Set aside money pre-tax to help pay for out-of-pocket health care expenses and/or daycare expenses.
- **Living Resources Program** – Navigate challenging work and life situations with our employee assistance program.
- **Parental leave** is one of the most important benefits for any working parent. All employees who are welcoming a child—including fathers and adoptive parents—receive **10 workdays of fully paid parental complementing** leave.
- **Career Advancement** – training and tuition reimbursement programs.

Join us in making Kennebunkport the best customer service town on the coast. Please submit a [town application](#), a letter of interest, and a resume to Yanina Nickless, Human Resources Administrator, Town of Kennebunkport, P.O. Box 566, Kennebunkport, Maine 04046 or via email to [ynickless@kennebunkportme.gov](mailto:ynickless@kennebunkportme.gov). Apply now, and let's turn your career into a valuable community service!

The position will remain open until filled; the first review of resumes will begin as soon as possible.