

**TOWN OF ISLE LA MOTTE
JOB OPPORTUNITY: ASSISTANT TOWN CLERK**

SUMMARY OF POSITION

The Isle La Motte Town Clerk is seeking a reliable, organized, and customer service-minded individual to hold the Assistant Town Clerk position to provide support to the Town Clerk.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Visitor reception, answering of telephone, and processing of incoming/outgoing mail.
- Assist the public and peers with access to land and vital records.
- Receive and process payments for the following, but not limited to, property taxes, licenses, and land records.
- Assist with elections and maintain voter checklist.
- Assist with dog licensing and incident tracking.
- Assist with maintenance of official municipal records and preparation of historic town reports.
- Assist Town Clerk with other tasks as needed.

DESIRED QUALIFICATIONS, ABILITIES AND SKILLS

- Extremely detail-oriented and organized, with good typing skills
- Excellent written and oral communication skills
- Knowledge of filing systems and competency in use of Google Docs and Microsoft Office; experience with NEMRC accounting system a plus
- Able to work with minimal supervision
- Desire to provide excellent support for town taxpayers

SALARY AND COMPENSATION

The salary for the position is \$18.00 per hour, with an average of 12 - 15 flexible day shift hours per week, typically on Monday through Thursday. There are no benefits for this part-time position. Hours may fluctuate higher depending on time of year and workload, such as during elections or annual budget season.

Those interested may submit a letter of interest, resume, qualifications, and reasons for your interest in the position via email to the Isle La Motte Town Clerk at townofislelamotte@gmail.com, via mail to the Isle La Motte Town Clerk at P.O. Box 250, Isle La Motte, VT 05463, or in person at the Town Office at 42 School St. Extension.