

## **Town of Oakland**

### **Customer Service Clerk**

The Town of Oakland is accepting applications for a full-time Customer Service Clerk. Primary responsibilities include motor vehicle, boat, and ATV registrations, preparation and issuance of hunting and fishing licenses, directing phone calls to the appropriate departments, acceptance of tax and sewer payments and issuance of dog licenses and assisting walk-in customers.

The ideal candidate will preferably have an associate or bachelor's degree and or a minimum of 2 years municipal experience. Experience with TRIO software is a plus. The candidate must also possess the ability to communicate both orally and in writing, have strong accounting skills, cash handling, data entry and computer skills. The candidate must be able to deal courteously with the public and maintain effective work relationships with other employees.

Work schedule is Monday – Thursday 7 a.m. to 5:30 p.m.

Oakland offers competitive pay and an excellent benefits package. Please submit a cover letter and resume to the Oakland Town Office, PO Box 187, Oakland Maine 04963, or email to [kmichaud@oaklandmaine.us](mailto:kmichaud@oaklandmaine.us)

We will be accepting application until the position is filled.