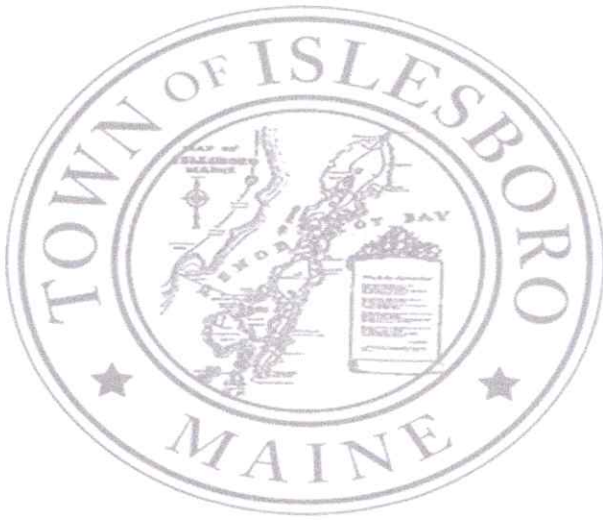




Immediate Job Opening

**Town Office Administrative Assistant, Deputy
Treasurer, Deputy Tax Collector, Deputy Town
Clerk & Deputy Registrar of Voters**

- **40 HOURS/WEEK**
- **BENEFITS**
- **VACATION**
- **PAID HOLIDAYS**
- **5% RETIREMENT**

**For more info: Call 734-2253 or email
manager@townofislesboro.com**

Attached: Job description

Town of Islesboro is an Equal Opportunity Employer

POSTED: 7/27/2026

JOB DESCRIPTION

**TOWN OFFICE ADMINISTRATIVE ASSISTANT
DEPUTY TOWN CLERK/REGISTRAR OF VOTERS
DEPUTY TAX COLLECTOR/TREASURER**

Receptionist/Clerical/Secretarial

Include but not limited to:

Work involves considerable public contact and screening of calls with considerable independence of action in the disposition of routine matters and in receiving complaints, giving information and other public contact work. Employee should have a familiarity with the organizational and operating characteristics of the Town of Islesboro. Work is normally carried out with only general instructions subject to occasional review of methods and results. This position requires considerable discretion as many areas of work must remain confidential. Receives calls and callers; ascertains the nature of the inquiry or complaint and refers it to the Town Manager or to the proper Town official for answer or action; takes messages and refers them to the Manager or secures the requested information and relays it to the inquiring party.

1. Prepares reports from records, type's correspondence, directives, reports, and other general and technical materials for the Town Manager as necessary. Researches and compiles necessary data or information for these reports.
2. May be responsible for the oversight of all motor vehicle and boat registrations, hunting/fishing registrations, and dog licenses and maintain inventory on all. Keep all reports necessary to that function.
3. Sorts, processes, and files correspondence and other material all Town departments, determining proper file designation, organizes and revises filing system as needed.
4. Types memos, forms, reports, agendas, and general correspondence and may compose routine letters and memos in response to standard inquiries.
5. Mails or distributes checks after bi-monthly signing by Treasurer.
6. Deputy Tax Collector/Treasurer: Responsible for day-to-day cash receipting of real estate taxes, registrations and fees from customers.
7. Various Islesboro Municipal Broadband related duties and billing.

Town of Islesboro

Deputy Town Clerk duties:

- Issues Marriage Licenses and certified copies.
- Maintains birth, marriage and death records and may issue certified copies. Able to use EDR/Electronic Death Records.
- Issues Dog licenses, hunting & fishing, registers motor vehicles and boats. Knowledgeable with MOSES/Maine Online Sportsman Electronic System.

Deputy Registrar of Voters:

- Maintains voting list on computer through Central Voter Registration (CVR). In charge of elections - local/state/federal and enlisting wardens and clerks. Including new tabulator. Knowledgeable in ABRS/Absentee Ballot Request Service.

Miscellaneous but not limited to:

1. Issue clam licenses, Grindle Point Parking permits and Grindle Point Parking exemptions.
2. Handles mooring applications. Collects Harbor Masters reports.
3. Annual victualer renewal applications.
4. Annual junkyard/automobile application.
5. Annual concealed weapons renewals.
6. Prepares Maine Municipal Association liability insurance First Report form.
7. Handles lien discharges and storage.
8. Prepares monthly town calendar.
9. Ambulance billing liaison.
10. Notary Public.
11. Assists in preparing for printing the Town Report and other material.
12. Is responsible for maintaining the inventory of office supplies for the various departments in the Town Office.
13. Assists all office personnel in the use of copiers and printers.
14. Individual cash draw and nightly reconciliation.
15. Social media updates to Face Book, Constant Contact and town website.
16. Dark Harbor Wastewater Treatment Facility: creates annual billing.

Requirements of work:

- Clear understanding of the structure of the Town Meeting, Town Manager / Select Board form of government, and municipal organization.
- Ability to deal courteously with the public.
- Considerable knowledge of business English, grammatical construction, spelling, punctuation, arithmetic, and possession of an excellent vocabulary.