

NOW ACCEPTING APPLICATIONS
DEPUTY TAX COLLECTOR
TOWN OF WATERBORO



The Town of Waterboro is seeking a Deputy/Assistant Tax Collector to join our team. Currently this is a 32-hr 4-day work week position.

The Deputy/Assistant Tax Collector is responsible for a variety of customer service tasks related to real estate and personal property tax collections. This includes but is not limited to maintaining accurate tax records, processing tax abatements, the preparation and recording of tax liens and notifications to interested parties. Work is performed in accordance with the charter, ordinances, local policies and state law. This position requires superior customer service skills and the ability to work pro-actively with the public and other staff. In addition to Tax Collector duties, this position also provides daily assistance with motor vehicle registrations and various licensing. Proficiency in the use of Microsoft Office, TRIO, and MOSES and/or the ability to learn new software applications with relevant experience or college education is preferred.

To be considered for this position, you must submit a completed employment application, letter of intent, resume, and references to waterboro@waterboro-me.gov.

The Town of Waterboro is an equal opportunity employer offering a competitive salary and benefit package. A complete job description is available upon request. Applications will be accepted until the position is filled by a suitable candidate.