

# TOWN OF BETHEL

# TOWN CLERK

The Town of Bethel is seeking a full-time, salaried, Town Clerk to manage essential municipal functions, including election coordination, municipal licensing, and tax collection under the direction of the Town Manager. The application must be knowledgeable about municipal software platforms (TRIO), accurate with details, organized, and work within deadlines. The Town Clerk supervises a staff of two deputy clerks at the front counter.

Applicants should have considerable knowledge and understanding of State statutes relating to the duties required of Town Clerks. The ideal candidate would be proficient at taking minutes, can administer General Assistance, be familiar with updating websites and social media, and organize and retain municipal records. We are seeking a team member with strong organizational and communication skills, attention to detail, and working knowledge and experience in a municipal clerk's office.

Competitive wage based on experience. Benefits include 100% employee and family health insurance, MePERS plan, paid vacation, sick time and 14 holidays.

**Interested candidates must submit a cover letter, resume, and 3 references to:  
sjackson@bethelmaine.org**

**Materials can be dropped off or mailed to:  
Sharon Jackson, Town Manager, Town of Bethel  
PO BOX 1660 Bethel, Maine 04217**

**Applications are due by  
Friday April 11, 2025, by 2PM.**