

The City of Gardiner is seeking applications from qualified candidates for a FT (37.5 hours/week) Sewer Clerk position. This position is an integral part of the front office team that provides a variety of routine and complex clerical and administrative services to the public and other city departments in a fast paced office setting.

The ideal candidate would have experience in a municipal setting, the ability to learn laws and procedures related to municipal sewer billing, and to meet and deal effectively with the public in a professional manner.

Excellent customer service and technology skills are a must, with a preference for familiarity with the TRIO software program. Must possess high school diploma/GED, though a college degree is preferred. This union position reports to the Finance/HR Director.

Starting salary is \$15.81 to \$17.86 per hour DOE, plus excellent benefits, including health insurance and MePERS retirement. Applicants should send cover letter, resume, and three references by June 30th to: Sewer Clerk Search, c/o Denise Brown, Finance/HR Director, 6 Church Street, Gardiner, ME 04345, or via email to dbrown@gardinermaine.com.

For more information, including a complete job description, please visit www.gardinermaine.com.