

# **Coplin Plantation**

## **Deputy Town Clerk Position**

Municipality of Coplin Plantation, population 160, is seeking a reliable individual to assist in the town office. This position is part time approximately 8 hours weekly. Hourly rate of pay is negotiable depending upon qualifications. The office is currently open on Wednesday 2:00pm-6:00pm & Thursday 12:00pm-4:00pm. The individual will be assisting with motor vehicle registrations, fish & wildlife licensing, dog licensing as well as elections & vital records. Preferred candidates will possess a general knowledge of office procedures, data entry, and be proficient with computers. A willingness to work with and serve the public is required. The position will remain open until filled. References & resumes to be submitted to:

Joanne Bean. Clerk PO Box 319 Stratton, ME 04982 or stop by the Office located at 5 Currie Street Coplin Plantation. For additional information call 246-5141.