

**City of Auburn  
Tax Clerk  
Tax Collector's Office**

The City of Auburn is seeking a highly motivated, energetic and personable candidate for a full time position in its tax collection office. Tax Clerks provide the first line of customer service to citizens and assist with property tax payments, motor vehicle registrations, dog licensing, and questions. Candidates must be proficient with math, have excellent computer skills, be detail oriented, and enjoy working with the public in a fast paced office environment. The successful candidate must be able to demonstrate exemplary customer service skills. Prior experience with motor vehicle registration and tax collection desirable. Pay range is \$13.54/hr to \$18.95/hr with a competitive benefit package.

Interested candidates may submit a resume with cover letter and three references to: Deborah Grimmig, Human Resources Director, 60 Court Street, Auburn, Maine 04210, Tel. # (207) 333-6601 ext 1414 or 1416. E-mail address is [dgrimmig@auburnmaine.gov](mailto:dgrimmig@auburnmaine.gov). Applications may also be printed from the City of Auburn website – [www.auburnmaine.gov](http://www.auburnmaine.gov). Application review will begin immediately and continue until the position is filled.

**The City of Auburn is an Equal Opportunity Employer.**