



City Clerk's Office  
Administrative Assistant/Assistant Clerk

The City of Auburn is seeking a highly motivated applicant to fill the full-time position of Administrative Assistant/Assistant Clerk. We are seeking a person with a strong work ethic, organizational skills, attention to detail, and customer service skills. Applicants must have effective time-management skills with the ability to work in a fast-paced professional office environment and must be available to work flexible hours when needed.

Primary duties include daily interaction with the public, including answering inquiries and assisting with confidential information requests; researching and analyzing data; helping with voter registration; the issuance of marriage, birth, and death certificates and various licenses and permits; and assisting the City Clerk in the preparation of the administration of all state and local elections. This position also assists the Tax Office in collecting tax payments, processing auto registrations, handling cash and other various duties. Salary range is \$17.91 to \$24.18 and is dependent on qualifications and experience. The City offers a competitive fringe benefits package including health, vision and dental insurance for the employee and the employee's dependents; life and disability insurance; paid vacation, holidays and sick leave; retirement plans; and medical and dependent care reimbursement accounts.

This position reports to the City Clerk. Our normal work week is Monday through Friday 8:00 AM to 4:30 PM with additional hours during elections.

Interested candidates may submit a cover letter and resume to: Christine Mumau, Human Resources Department, 60 Court Street, Auburn, Maine 04210, Tel. 333-6601 ext 1414 or 1416. E-mail address is [cmumau@auburnmaine.gov](mailto:cmumau@auburnmaine.gov). Deadline for submission of resumes is Friday, July 19, 2019.

The City of Auburn is an Equal Opportunity Employer.