



City of Auburn, Maine

Human Resources

60 Court Street | Auburn, Maine 04210

207.333.6601 ext 1416 or 1414

**City of Auburn
Tax Assistant
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 Assistants 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. Pay range is \$15.50/hr to \$24.3208/hr with a competitive benefit package.

Interested candidates may submit a resume with cover letter and three references to Christine Mumau, Human Resources, 60 Court Street, Auburn, Maine 04210 or to cmumau@auburnmaine.gov. Applications may also be printed from the City of Auburn website – www.auburnmaine.gov. Application review will begin immediately and continue until the position is filled.

The City of Auburn is an Equal Opportunity Employer.