



City Clerk  
City of Auburn, Maine

The City of Auburn, Maine is seeking an energetic and resourceful candidate for the position of the City Clerk. Responsibilities include the care, safekeeping, disposition, and preservation of public records. The City Clerk administers and oversees all Federal, State and Municipal elections; oversees and issues city business licenses and permits and prepares agendas for and takes minutes of the Auburn City Council meetings. The City Clerk is responsible for ensuring that the City adheres to all local, state, and federal laws, as they pertain to Municipal Clerk responsibilities and the supervision of City Clerk office staff.

Preference will be given to a candidate who is extremely organized and can multitask; is a Maine Certified Clerk or Certified Municipal Clerk; is or can become a Notary Public within 6 months of hire; can demonstrate exceptional customer service skills; organizational skills including records management; has excellent written and oral communication skills; has extensive experience with Microsoft Office software. Experience with Munis technology is a plus.

This position is a 40 hour work week. The salary range for this position is \$36.35 to \$51.10 and is commensurate with qualifications and experience.

The City of Auburn offers outstanding benefits, including low premiums, low out of pocket expense health insurance for the employee and family. Dental insurance, vision insurance, tax free flexible spending accounts and a robust Wellness program for you and your family, as well as free or reduced gym memberships. We offer support both in person and virtually with our Anthem EAP program. Life insurance is provided for the employee and is an option for family coverage as well. *Recognizing the work-life balance, the City offers 13 paid holidays, 15 days of vacation time, and 12 days of sick time annually. Parental leave is available during the birth of a child, if needed. Planning for the future is important for all our employees!* We offer a 401a plan or the Maine PERS pension plan, as well as other supplemental retirement plans. And the City of Auburn is a qualified employer for the Public Student Loan Forgiveness program.

Send cover letter and resume to: Christine Mumau, Human Resources Director, 60 Court Street, Auburn, ME 04210. Tel. 333-6601 ext. 1416, or e-mail [cmumau@auburnmaine.gov](mailto:cmumau@auburnmaine.gov)

Review of resumes will commence immediately. Deadline for a submission is March 16, 2024.

The City of Auburn values diversity and inclusivity and is an Equal Employment Opportunity employer with a strong commitment to veterans.